

DUTY STATEMENT

Employee Name:	Position Number: 580-510-5656-909
Classification: Research Scientist Supervisor II (Social/Behavioral Sciences)	Tenure/Time Base: Permanent / Full-Time
Working Title: Data and Integrity Branch Chief	Work Location: 3901 Lennane Drive, Sacramento CA 95834
Collective Bargaining Unit: S10	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Family Health / Women, Infants, and Children (WIC) Division	Branch/Section/Unit: Data and Integrity Branch

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by advancing the health and well-being of California's diverse people and communities. As an employee of the Data and Integrity Branch (DIB), the incumbent serves as part of a team that collects, analyzes, monitors, and leverages data, research, and policies to benefit, optimize, and protect the Women, Infants, and Children (WIC) program and its participants, local agencies, and vendors.

The incumbent works under the general direction from the Division Chief, Career Executive Assignment (C.E.A.). The Research Scientist Supervisor II (RSS II) manages the Data and Integrity

Branch which includes the Program Integrity and Audits Section, the Participant Analysis, Research, and Evaluation Section, and the Vendor Analysis, Research, and Evaluation Section. The RSS II represents California's perspective in communications with the United States Department of Agriculture (USDA), National WIC Association (NWA), and research partners to identify WIC research and program evaluation needs, data collection and analysis requirements, and program integrity strategies; evaluates and guides opportunities to participate in national and statewide research projects. Provides technical assistance necessary to complete the more complex and highly sensitive assignments related to WIC research, monitoring, and program evaluation activities; leads efforts to improve program integrity activities via advanced data analytics. Assures compliance with state and federal policies and data reporting requirements. The RSS II actively participates as a member of the WIC Division's Management Team and Senior Leadership Team.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel:
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

- 25% Advises the Division Chief, WIC Senior Leadership Team, Center for Family Health, and WIC managers on issues related to the Data and Integrity Branch operations; provides leadership in developing and implementing a data analytics plan to improve program services and outcomes, and minimize program abuse. Represents the WIC Division in meetings with other representatives from the Department and other agencies including the USDA, Department of Finance (DOF), other state WIC and nutrition program directors, and officials from WIC local agencies. Represents California's perspective in communications with the USDA, NWA, and research partners to identify WIC research and program evaluation needs, data collection and analysis requirements, and program integrity strategies; evaluates and guides opportunities to participate in national and statewide research projects. Attends legislative hearings and briefings and may be called upon to provide written and/or oral summaries or detail.
- 20% Provides technical assistance necessary to complete the more complex and highly-sensitive assignments. Establishes reasonable deadlines and monitor staff's workload to ensure work is complete, accurate, and timely. Collaborates and consults with management on staff development needs and supports division-wide strategic planning. Edits and provides final review of reports, data analyses, issue memoranda, position papers, press releases, controlled correspondence, bill analyses, presentations, and articles for publication. Oversees the identification, clarification, and simplification of work processes to improve staff and system efficiency and effectiveness in providing services to WIC families.

- 20% Recruits, interviews, and hires staff; ensures staff complete the mandatory trainings; reviews/approves timesheets, absence requests and completes documentation related to attendance, preventative, corrective, or adverse action, when appropriate. Fosters an engaged and supported team by using a strength-based approach to determine training needs for new and existing staff; identifies and promotes continuing staff development and specialized training; evaluates performance of staff in a timely manner; coaches and mentors staff in the development of work plans; and monitors work progress.
- Actively participates on the WIC Senior Leadership Team (SLT) and other manager meetings to ensure accountability for performance and outcomes for the WIC program; keeps management apprised of major program status and achievements. Collaborates and communicates with management across the division to discuss, plan, and lead program strategies impacting WIC services.
- 15% Directly manages and provides leadership to the Program Integrity and Audits Section, the Participant Analysis, Research, and Evaluation Section, and the Vendor Analysis, Research, and Evaluation Section. Supervises the RSS I's, SSM II, and two program integrity Research Scientist IIs. Trains, mentors, and guides managers to provide the technical assistance necessary to complete the more complex and highly-sensitive assignments related to data collection, data analysis and interpretation, and data visualization and trends. Promotes education, access, and use of data to support data-informed decision making at the state and local levels.
- 10% Monitors project priorities, goals, and objectives to ensure the effectiveness of WIC program activities, maximizes the retention and recruitment of WIC-eligible individuals, addresses racial and health-equity issues, assesses the performance of local agencies, and maximizes participant health outcomes and participant access to vendors. Assures compliance with state and federal policies and data reporting requirements; oversees the data activities to comply with the federally-mandated triennial vendor cost containment assessment and biennial participant characteristics reporting. Assesses and leverages data and trends to monitor California's progress in meeting goals and objectives to improve the health of California's women, infants, and children. Works collaboratively with multiple areas of the WIC Division to identify, provide, and leverage the Electronic Benefit Transfer (EBT), participant and local agency data. Oversees the leadership on the design and implementation of strategies and processes necessary for minimizing the risk of illegal or fraudulent activities or transactions. Optimizes all opportunities to collaborate with external entities to learn and integrate the latest industry developments and trends in fraud identification, prevention, and response.
- 5% Collaborates with staff throughout the Division, especially from the Technology Support and Integration Branch, to improve and enhance the business functionality, data structure, reporting, and security features of the Division's Management Information Systems, primarily the WIC Web Information and System Exchange (WIC WISE), the WIC Reporting, Analytics and Data (WRAD) Tableau platform, and applications designed for WIC families. Works collaboratively within the WIC Division to plan, develop, and respond to budget drills, internal and external data requests, and publication of program reports.

Marginal Functions (including percentage of time)

5% Serves on special committees, coordinates, and participates on special team assignments, initiates and leads meetings with staff and internal and external customers, prepares reports, appraises the Division Chief of projects and assignment status. Performs other job-related duties as assigned.

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.		I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)	
Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date
HRD Use Only: Approved By: EH	Date 6/5/23		