

DUTY STATEMENT

Employee Name:	Position Number: 580-430-5594-006
Classification: Research Scientist III (Epidemiology/Biostatistics)	Tenure/Time Base: Permanent/Full-Time
Working Title: Research Scientist III	Work Location: Various locations available. Location to be determined upon hire.
Collective Bargaining Unit: R10	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Infectious Diseases/Division of Communicable Disease Control	Branch/Section/Unit: Immunization Branch/Vaccine Preventable Disease Epidemiology and Control Section/Immunization Registry and Preparedness Unit

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 applying epidemiological expertise to design and conduct public health evaluations and research on vaccination coverage and exemptions to school immunization requirements. The studies will contribute toward a better understanding of vaccine data quality, vaccination coverage, and vaccination requirements and exemptions; improve related information systems; meet CDPH's statutory responsibilities; and support school entry immunization requirements.

The Research Scientist III (RS III) plans, organize, and direct scientific research studies contributing toward a better understanding of vaccine data quality, vaccination coverage, and vaccination requirements and exemptions; improve related information systems; meet CDPH's statutory responsibilities; and support school entry immunization requirements. The RS III may also serve as a lead to lower-level scientists.

The incumbent works under general direction of the Research Scientist Supervisor I (RSSI) of the Immunization Registry and Preparedness Unit.

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)

- 40% Develops and applies quantitative and qualitative research methods to independently conduct complex research studies to analyze exemptions to school-required vaccines. Designs highly specialized public health research to understand the epidemiology of exemptions, including distribution across the state by county and by public/private schools and childcare facilities. Ensures results will help improve program efficiency and effectiveness and guide follow-up by the state and local health departments (LHDs), schools and other agencies, including better targeted and more effective health communication for healthcare providers and families. Supports statutory and regulatory requirements for school immunizations.
- Provides subject matter expertise to support program improvement and efforts to increase school and childcare immunization coverage through analyses and recommendations for interventions. Works with internal and external stakeholders to gather input on desired analyses, as well as content and format of routine reports.
- To localize and quantify the public health risk of unimmunized children, uses or links to additional data sources such as annual school and childcare facility reporting, vital records, and vaccine preventable disease cases reported through CalREDIE (California's electronic communicable disease reporting system).
- 20% Analyzes California Immunization Registry (CAIR) data to identify and assess gaps or trends in immunization coverage by patient demographic factors, provider, and/or payer type. Develops analytical plans, links to other data sources, performs descriptive and advanced statistical analyses, and develops reports. Findings from these reports and analyses will inform Branch immunization improvement efforts.
- Uses surveillance and public health informatics methods to improve CAIR data quality and expand usage of the CAIR system. Areas of focus include summarizing CAIR data with a focus

on key provider types (e.g. pharmacies, FQHCs). Works with supervisor to set analysis priorities and develop protocols. Designs ongoing, user-friendly feedback (e.g., report cards and other data visualization tools) for CAIR data submitters to display data quality measures (including completeness, accuracy, and timeliness) and site-level vaccination coverage compared to benchmarks.

10% Disseminates findings to a wide variety of public and professional audiences through routine reports, presentations, fact sheets, websites, peer-reviewed publication, professional conferences, and seminars, and/or other forums as needed. Provides epidemiologic expertise and training to LHDs and other CAIR users.

Collaborates at national level with the Centers for Disease Control and Prevention (CDC) and the American Immunization Registry Association (AIRA) to contribute to (and ensure CA efforts are informed by) national standards and analytic methods successful in other states. Maintains knowledge of childhood immunization schedule as recommended by the Advisory Committee on Immunization Practices. Maintains expertise in public health informatics, epidemiologic methods, and tools (such as SAS Viya and geographic information systems), through review of scientific literature and participation in national and state working groups, professional conferences, and training.

10% Uses epidemiology and public health informatics methods to work with CAIR software developers to refine or create routine reports, including user-friendly displays to show trends over time and geographic variation. Provides epidemiologic input to developers to improve the business intelligence and experience of CAIR users (providers, schools, LHDs).

10% Maintains understanding of data sharing policies, including the agency and Department’s privacy protection and information security policies as well as CAIR authorizing statutes. Responds to requests for information and data from the administration, media, advocacy groups, and professional associations.

Marginal Functions (including percentage of time)

10% Provides epidemiologic and biostatistics consultation to other Branch sections, CDPH programs, or partners, including technical and epidemiologic support for vaccine preventable disease investigations. Performs other work-related duties as required.

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: AV
Date: 8/2024

DUTY STATEMENT

Employee Name:	Position Number: 580-430-5582-XXX
Classification: Research Scientist II (Epidemiology/Biostatistics)	Tenure/Time Base: Permanent/Full-Time
Working Title: Research Scientist II	Work Location: Various locations available. Location to be determined upon hire.
Collective Bargaining Unit: R10	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Infectious Diseases/Division of Communicable Disease Control	Branch/Section/Unit: Immunization Branch/Vaccine Preventable Disease Epidemiology and Control Section/Immunization Registry and Preparedness Unit

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 applying epidemiological expertise to design and conduct public health evaluations and research on vaccination coverage and exemptions to school immunization requirements. The studies will contribute toward a better understanding of vaccine data quality, vaccination coverage, and vaccination requirements and exemptions; improve related information systems; meet CDPH's statutory responsibilities; and support school entry immunization requirements.

The incumbent works under general supervision of the Research Scientist Supervisor I (RSSI) of the Immunization Registry and Preparedness Unit.

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)

40% Under general supervision, contributes to the research plan to analyze exemptions to school-required vaccines. Collaborates with other scientists to support the designs of highly specialized public health research to understand the epidemiology of exemptions, including distribution across the state by county and by public/private schools and childcare facilities. Ensures results will help improve program efficiency and effectiveness and guide follow-up by the state and local health departments (LHDs), schools and other agencies, including better targeted and more effective health communication for healthcare providers and families. Supports statutory and regulatory requirements for school immunizations.

Provides subject matter expertise to support program improvement and efforts to increase school and childcare immunization coverage through analyses and recommendations for interventions. Works with internal and external stakeholders to gather input on desired analyses, as well as content and format of routine reports.

To localize and quantify the public health risk of unimmunized children, uses or links to additional data sources such as annual school and childcare facility reporting, vital records, and vaccine preventable disease cases reported through CalREDIE (California's electronic communicable disease reporting system).

20% Contributes to projects analyzing CAIR data to identify and assess gaps or trends in immunization coverage by patient demographic factors, provider, and/or payer type. Under supervision, develops analytical plans, links to other data sources, performs descriptive and advanced statistical analyses, and develops reports. Findings from these reports and analyses will inform Branch immunization improvement efforts.

Uses surveillance and public health informatics methods to improve CAIR data quality and expand usage of the CAIR system. Areas of focus include summarizing CAIR data with a focus on key provider types (e.g. pharmacies, FQHCs). Works with supervisor to set analysis priorities and develop protocols. Designs ongoing, user-friendly feedback (e.g., report cards and other data visualization tools) for CAIR data submitters to display data quality measures (including completeness, accuracy, and timeliness) and site-level vaccination coverage compared to benchmarks.

10% Disseminates findings to a wide variety of public and professional audiences, through routine reports, presentations, fact sheets, websites, peer-reviewed publication, professional conferences and seminars, and/or other forums as needed.

Supports collaboration at national level with the Centers for Disease Control and Prevention (CDC) and the American Immunization Registry Association (AIRA) to contribute to (and ensure CA efforts are informed by) national standards and analytic methods successful in other states. Maintains knowledge of childhood immunization schedule as recommended by the Advisory Committee on Immunization Practices. Maintains expertise in public health informatics, epidemiologic methods, and tools (such as SAS Viya and geographic information systems), through review of scientific literature and participation in national and state working groups, professional conferences and training.

10% Uses epidemiology and public health informatics methods to work with CAIR software developers to refine or create routine reports, including user-friendly displays to show trends over time and geographic variation. Provides epidemiologic input to developers to improve the business intelligence and experience of CAIR users (providers, schools, LHDs).

10% Maintains understanding of data sharing policies, including the agency and Department’s privacy protection and information security policies as well as CAIR authorizing statutes. Assists in responding to requests for information and data from the administration, media, advocacy groups, and professional associations.

Marginal Functions (including percentage of time)

10% Provides epidemiologic and biostatistics support to other Branch sections, CDPH programs, or partners, including technical and epidemiologic support for vaccine preventable disease investigations. Performs other work-related duties as required.

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: AV
 Date: 8/2024