

DUTY STATEMENT

Employee Name:	Position Number: 580-480-5651-001
Classification: Research Scientist Supervisor II (Epi/Bio)	Tenure/Time Base: Permanent/Full Time
Working Title: Chief, CalREDIE Stakeholder Support Program	Work Location: 1616 Capitol Avenue Sacramento, CA 95814
Collective Bargaining Unit: S10	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Infectious Diseases/Division of Communicable Disease Control	Branch/Section/Unit: Communicable Disease Emergency Branch/CalREDIE Stakeholder Support Program

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 optimizing data and technology by improving collection and reporting of data through the CalREDIE program. The Research Scientist Supervisor II (RSS II) serves as the Program Chief for the CalREDIE Stakeholder Support Program. The RSS II oversees, directs, coordinates activities to enhance and improve use of CalREDIE and Future Disease Surveillance System (FDSS) for communicable disease surveillance. This position is required to travel up to 10%.

The incumbent works under the broad administrative direction of the Research Scientist Manager

(RSM), Chief of the Communicable Disease Emergency Response Branch.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: Up to 10%
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

- 30% Oversee the CalREDIE Stakeholder Support Program by coordinating and directing the development of plans, operational procedures, guidelines, recommendations, and education/trainings to improve the use of CalREDIE and FDSS for communicable disease surveillance. Defines the priorities for each Section/Unit within the Program and supervises activities of each member of the teams and their efforts. Organizes long-term projects to improve data quality and completeness using continuous quality improvement principles. Conducts the planning and implementation (study design, data collection, and analysis) and reporting of epidemiologic studies related to communicable diseases.
- 30% Direct and supervise a multidisciplinary team comprised of Research Scientists, Research Data Manager, Research Analysts, Staff Services Analysts, various contract epidemiologist and analytic staff and mentors clinical fellows, program advisors and students. Recruits, interview and selects staff; trains, and guides staff to ensure that program mandates are met. Conducts employee evaluations and counseling, as appropriate. Convenes program staff meetings. In close collaboration with the Chief of the CalREDIE Surveillance Program and ITSD staff, the RSS II oversees, directs, coordinates activities to enhance and improve use of CalREDIE and FDSS for communicable disease surveillance.
- 20% Works closely with stakeholders both internal and external including Office of AIDS, ITSD, Office of Environmental Health Hazard Assessment, Local Health Departments, Health Information Exchanges, and other stakeholders to address surveillance issues including legal and security requirements to improve the timeliness and efficiency of electronic surveillance activities.
- 15% Represents the DCDC and CDE Branch in meetings with federal, state, county, and Non-governmental organizations. Develops policies, procedures, and quality improvement processes for reporting requirements including National Electronic Disease Surveillance System (NEDSS), Health Level 7 (HL7) messaging, and Public Health Information Network (PHIN) certification

Marginal Functions (including percentage of time)

5% Performs other duties as required. This position is considered an emergency responder (Disaster Service Worker) and may be called to work outside of normal business/working hours and days, including weekends and holidays, should an emergency occur.

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 2/14/2023		