

**DUTY STATEMENT**

Employee Name: <b>Vacant</b>	Position Number: <b>580-520-5580-006</b>
Classification: Research Scientist I (Social/Behavioral Sciences)	Tenure/Time Base: Permanent / Full-Time
Working Title: Monitoring and Evaluation Scientist	Work Location: 1615 Capitol Avenue, Sacramento, CA 95814. East End Complex
Collective Bargaining Unit: R10	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Family Health / Maternal, Child and Adolescent Health Division	Branch/Section/Unit: Program Evaluation and Data Systems Branch / Adolescent and Perinatal Program Evaluation Section / Perinatal Program Evaluation and Data 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.

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**Competencies**


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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](#).

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**Job Summary**


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This position supports the California Department of Public Health's (CDPH) mission and strategic plan by working on data and evaluation efforts of Maternal, Child and Adolescent Health (MCAH) programs such as Black Infant Health and the Perinatal Equity Initiative, which promote the health and wellness of participating mothers and birthing people, families, and children.

The incumbent works under the supervision of the Research Scientist Supervisor I (RSSI). The

Research Scientist (RS) I will plan, organize, and carry out tasks of limited scientific scope and complexity, using tools and methods related to data collection, data management, and data analysis for the monitoring and evaluation of federally and state funded MCAH programs. The goal of the RSI work is to produce valid data that is meaningful to all interested parties for the equitable evaluation and improvement of the prevention efforts of MCAH programs. The RS I also provides technical assistance, supports the configuration, maintenance and operations of cloud-based data systems and utilizes the data sets to comply with mandated program, state, and/or federal reporting. Up to 5% travel required for local agency site visits. Visits might be statewide and may include overnight stay(s).

### Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: 5% in and out of state travel
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

### Essential Functions (including percentage of time)

- 30% Assists with the monitoring and evaluation of the Black Infant Health (BIH) Program and other MCAH programs and initiatives as needed (e.g., Perinatal Equity Initiative). Plans, organizes, and implements MCAH projects of limited scope and complexity, that are short- and long-term projects. Monitors program performance as dictated by federal, state, and other reporting requirements. Assesses data quality, manages datasets, analyzes program data, produces program implementation fidelity measures, uncovers data trends and insights, communicates data findings. Collaborates with other scientific staff in conducting components of evaluation studies that are complex in nature and/or as required to obtain additional data sets. Incorporates social and behavioral conceptual models into the theoretical framework(s) used to guide analyses. Conducts data analyses including organizing, cleaning, standardizing, and applying appropriate statistical methods and software (SAS). Travels to off-site locations as needed to support local implementing agency activities.
- 25% Provides technical assistance to MCAH programs and local implementing agencies to help staff understand how to use the data system and encourage the use of the data for continuous learning, data quality, data interpretation and performance improvement. Conducts routine and ad hoc data entry and data reports trainings. Consults with MCAH program representatives, contractors, and other interested parties to update data collection and entry manuals for local data system users.
- 25% Supports the administration of the BIH participant cloud-based data system. Manages user accounts, creates, and maintains forms and reports (using SAP Business Objects Web Intelligence), and makes configuration changes to the system as needed. Develops mechanisms for multi-level data quality that include end user system restrictions, data quality reports and back end database procedures. Produces and updates data system codebooks and analysis (archive) files for data collected within the system(s) for use by MCAH research scientists. Supports the maintenance, integrity, and reliable operation of the BIH cloud-based data system,

in collaboration with other scientific staff, program consultants, local implementing agencies (LIAs), Information Technology Service Desk (ITSD), and software vendor(s).

- 10% Develops and maintains a working knowledge of major studies in the peer-reviewed and grey literature related to culturally responsive evaluation practice, maternal, child and adolescent health, and drivers of health disparities and inequities including social determinants of health, particularly topics related to those the position is charged to evaluate. Conducts social and behavioral studies of moderate scope and complexity to identify drivers of health outcomes among sub-groups of program participants and target populations. Acquires and builds skills and knowledge through professional development opportunities (including structured classes, trainings and workshops) and individual research.
- 5% Keeps manager updated on workload and any potential challenges that may arise. Develops work plans, issue papers, and assists on special projects. Serve as a researcher in unique short-term projects of a sensitive nature as required by the Legislature or the Governor’s Office, including time sensitive and confidential “drills” from the Director’s Office, or responding to inquiries from the public.

**Marginal Functions (including percentage of time)**

- 5% Attend staff meetings, prepare correspondence, participate in federal reporting, local agency site visits, contract solicitations, contract monitoring, and other job-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: J.A.  
 Date: Sept 24

**DUTY STATEMENT**

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