

DUTY STATEMENT

Employee Name: Vacant	Position Number: 580-407-5643-909
Classification: Research Scientist Supervisor I (Epidemiology/Biostatistics)	Tenure/Time Base: Permanent/Full-Time
Working Title: Section Chief, ADAP Evaluation and Monitoring Section	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/Office of AIDS	Branch/Section/Unit: ADAP and Care Evaluation and Informatics Branch/ADAP Evaluation and Monitoring Section

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 providing research data collection, research data reporting, research data analysis, program monitoring and evaluation, and research services to the ADAP branch, as well as the ADAP and Care Evaluation and Informatics Branch of the Office of AIDS (OA). The Research Scientist Supervisor (RSS) I (Epidemiology/Biostatistics) is responsible for developing, overseeing, and enhancing a statewide monitoring, evaluation, and research plan to assess the implementation and outcomes of federal and state HIV care and treatment services accessed by HIV-infected Californians.

The incumbent works under the general direction of the Research Scientist Manager (RSM) in the AIDS Drug Assistance Program (ADAP) and Care Evaluation and Informatics Branch. The RSS I (Epidemiology/Biostatistics) is responsible for the operation and supervision of the ADAP Evaluation and Monitoring (AEM) Section.

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% As Chief of the AIDS Drug Assistance Program (ADAP) Evaluation and Monitoring (AEM) Section, the RSS I directs and oversees the data collection, analysis, monitoring, evaluation, and research needs of OA's ADAP branch. Provides Supervision to one Research Scientist III and two Research Scientists II. Independently and in consultation with other OA and CDPH staff, advisory groups, local health departments, university researchers and Health Resources and Services Administration (HRSA), provides administrative guidance and direction to subordinate staff; plans, designs, organizes, conducts and interprets a major ADAP and Health Insurance Premium Payment (HIPP) services evaluation and research program; evaluates current scientific literature, reports and guidelines related to HIV care and treatment to assess program and evaluation needs and direction. Consults with other HIV care and treatment experts to identify issues and methods of assessing ADAP and HIPP needs and services Use scientific and programmatic expertise to improve the effectiveness of existing ADAP and HIPP strategies and conceives, proposes, and plans new, innovative strategies. Identifies and organizes the resources, tools and data needed to implement the evaluation and research program, defines the activities of each member of the research team and supervises their efforts. Establishes and monitors program priorities, goals, and objectives. Collaborates with OA's ADAP branch to implement and monitor its progress in meeting their goals and objectives, as well as those in the National HIV/AIDS Strategy. In collaboration with partners establishes and monitors program priorities, goals, objectives, and monitoring criteria to ensure continuous coordination of efforts by enrollment benefits management, pharmacy benefits management (PBM), and insurance and medical benefits management (IBM/MBM) implementation. Assures compliance with state and federal policies, and data reporting and security and confidentiality requirements. Designs and oversees data improvement and quality assurance activities. Participates as a member of OA's care and treatment quality management committee and assists with the development and oversight of activities to ensure that HRSA-funded services meet the federal Health and Human Services Guidelines for the treatment of HIV/AIDS. Designs reports and communicates statistics and findings to the ADAP management teams to improve the efficiency and effectiveness of ADAP and HIPP programs, targeting of resources, and documentation of program outcomes. Oversees research staff in the writing of state publications and reports on research projects and data analyses. Presents evaluation and research results and interprets data at meetings and conferences. Represents OA and the ADAP and Care Evaluation and Informatics Branch, and

ADAP branches in intra-departmental and external forums concerned with HIV/AIDS care- and treatment- related program evaluation and research issues.

- 25% Guides the implementation, enhancement and maintenance of a complex and sensitive care database, the web based ADAP Enrollment System (AES). Oversees the ADAP project management activities and allocates and monitors the \$7 million AES budget. Ensures that both CDPH and HRSA data security and confidentiality requirements are met; reports data security incidents and oversees data security corrective actions as needed. Works cooperatively with external agencies and CDPH Information Technology Services Division staff to develop, implement, test and maintain the AES; stays informed about national technological efforts such as Health Information Exchange and Health Information Technology.
- 20% Supervises research, analytic and technical staff in the collection, analysis, monitoring, evaluating, reporting and dissemination of ADAP and HIPP program data. This includes providing direction and staff development in research design, statistical procedures and analyses, and reviewing public reports and research articles for peer-reviewed journals. Ensures that staff are adequately prepared by providing training opportunities such as statistical analysis software. Handles the routine personnel activities of the Section (i.e., conducting staff recruitment and selection, preparing performance evaluations, and working with the Human Resources Branch, Performance Management Unit for Progressive Disciplinary needs.
- 10% Collaborates with other OA Section and Branch Chiefs to develop a comprehensive and integrated structure that monitors HIV in California. Develops and provides data and indicators to monitor California’s progress in meeting the National HIV/AIDS Strategy goals and objectives, as well as the goals and objectives of CDPH and OA. Completes annual data security and confidentiality trainings for both CDPH and OA; follows and promotes data confidentiality requirements and policies.

Marginal Functions (including percentage of time)

- 5% Performs other work-related RSS I 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: S.W.

Date: 01/23/2023