

DUTY STATEMENT

PROPOSED

Employee Name:	Position Number: 580-370-5582-005
Classification: Research Scientist II (Epi/Bio)	Tenure/Time Base: Permanent/Full-time
Working Title: Overdose Dashboard Lead	Work Location: 1616 Capitol Avenue, Sacramento, CA
Collective Bargaining Unit: R10	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Healthy Communities	Branch/Section/Unit: Substance and Addiction Prevention Branch / Substance Use Research and Evaluation Section / Surveillance and Analytics 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 Resources Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health’s (CDPH) mission and strategic plan by protecting the public’s health, promoting health and wellness, and optimizing data and technology.

The incumbent works under the general supervision of the Research Scientist Supervisor I, Chief, Surveillance and Analytics Unit within the Substance and Addiction Prevention Branch. The RS II participates in the planning, development, and implementation of data visualizations and research. The RS II will develop indicators, conduct statistical analyses, design, maintain, and expand data

visualizations, and write reports, publications, data briefs, and content for posting to websites (e.g., California Overdose Surveillance Dashboard and Substance and Addiction Prevention Branch website). The incumbent will be responsible for ensuring the scientific quality of all administrative and research reporting requirements. Minimal travel is required to participate in local and regional activities. Some overnight stays may be required.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: ~ 5 days per year, in-state. Some overnight stays may be required.
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

- 40% Develop, expand, maintain, and modify methods for data visualization (e.g., California Overdose Surveillance Dashboard and Substance and Addiction Prevention Branch website) to place analyzable drug overdose, substance misuse, prescription dispensing, and addiction data on the Web for broad public dissemination. Receive, process, manage, analyze, and test data for data visualizations. Resolve reported bugs and technical issues with data visualizations and take the lead on updating and maintaining user interfaces. Serve as the main point of contact for inquiries and technical assistance requests related to the data visualizations. Work collaboratively with partner scientists from multiple agencies to develop data sharing agreements, and work with vendors to develop and improve upon data visualizations. Develop and implement data management protocols for the Substance and Addiction Prevention Branch.
- 30% Participates as a member of a multi-disciplinary, high-level surveillance team that is collecting, managing, analyzing, interpreting, and disseminating drug overdose, substance misuse, and addiction data. Conducts epidemiological and other scientific studies of moderate complexity to identify and interpret trends in mental health and substance use. Prepare drug overdose, substance misuse, and addiction data for dissemination to stakeholders in order to inform and educate policy makers, the public, local health departments, local coalitions, and local public health organizations. Writes reports, publications, data briefs, and fact sheets for posting to the Substance and Addiction Prevention Branch website. Fulfills data requests from in-house staff, the public, media, partners, and stakeholders. Ensure the scientific quality of all data prepared for administrative and research reporting requirements. In collaboration with epidemiologists and public health experts, coordinates this data work with related surveillance efforts to make recommendations to the Unit, Section, and Branch Chiefs.
- 15% Provides technical scientific consultation to other researchers and state and local public health entities. Prepares and presents information on the public health aspects of drug overdose, substance misuse, and addiction at local and state meetings and conferences. Coordinates with national organizations and academic centers on drug overdose, substance misuse, and addiction research and surveillance efforts. Serves as a team member on advisory groups and

scientific forums to enhance the availability, quality, sustainability, dissemination, and proper interpretation of drug overdose, substance misuse, and addiction data. With other Branch staff, actively identifies funding opportunities and prepares proposals for new sources of surveillance and research support from state and national agencies.

10% Provides technical scientific consultation to in-house scientists, vendors, and collaborators and non-scientist in-house staff on data management, statistical software, data visualization, and data analyses to ensure quality of data for implementing, monitoring, and evaluating overdose, addiction, and mental health surveillance data to align scientific and programmatic goals and priorities. Provides technical consultation on interpreting drug overdose, substance misuse, and addiction data trends to inform prevention initiatives. Attends meetings and participates in cross-branch projects and initiatives.

Marginal Functions (including percentage of time)

5% 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: JJ
 Date: 4/8/24

DUTY STATEMENT**PROPOSED**

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Special Requirements

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Essential Functions (including percentage of time)

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- 30% Participates as a member of a multi-disciplinary, high-level surveillance team that is collecting, managing, analyzing, interpreting, and disseminating drug overdose, substance misuse, and addiction data. Conducts epidemiological and other scientific studies of limited complexity to identify and interpret trends in mental health and substance use. Prepare drug overdose, substance misuse, and addiction data for dissemination to stakeholders in order to inform and educate policy makers, the public, local health departments, local coalitions, and local public health organizations. Writes reports, publications, data briefs, and fact sheets for posting to the Substance and Addiction Prevention Branch website. Fulfills data requests from in-house staff, the public, media, partners, and stakeholders. Ensures the scientific quality of all data prepared for administrative and research reporting requirements. In collaboration with epidemiologists and public health experts, coordinates this data work with related surveillance efforts to make recommendations to the Unit, Section, and Branch Chiefs.
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Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

HRD Use Only:
Approved By: JJ
Date: 9/12/24