

**DUTY STATEMENT**

Employee Name:	Position Number: 580-340-5594-909
Classification: Research Scientist III (Epidemiology/Biostatistics)	Tenure/Time Base: Permanent/Full-Time
Working Title: Injury Prevention Research Scientist	Work Location: 1616 Capitol Ave., Sacramento, CA
Collective Bargaining Unit: R10	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Healthy Communities	Branch/Section/Unit: Injury and Violence Prevention Branch; Epidemiology, Surveillance, and Evaluation Section; Unintentional Injury Prevention 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.

**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 protecting the public's health, promoting health and wellness, and optimizing data and technology.

The incumbent works under the general direction of the Research Scientist Supervisor I, Chief of the Unintentional Injury Prevention Data Unit. The Research Scientist (RS) III is responsible for the independent design, development and implementation of epidemiological surveillance, research,

evaluation, and dissemination to support injury prevention. The RS III will provide non-supervisory leadership for programs within the Injury and Violence Prevention Branch (IVPB) Epidemiology, Surveillance, and Evaluation Section, focusing on various topics related to injury and violence prevention including, but not limited to, unintentional injuries, suicide/self-harm, and homicide/assault. The RS III will conduct asset mapping and outreach to identify new and existing potential data sources to track injuries, analyze data, and disseminate results through presentations and reports, such as reports to the state legislature and peer-review journal articles. The RS III is also required to work effectively with partners from other agencies, multi-disciplinary professionals, lay organizations, individuals, and other injury prevention stakeholders. The RS III will provide authoritative scientific guidance or consultation to other scientists and staff contributing to research and prevention of injuries. Minimal travel (5%) may be required within state to contribute to program goals, as necessary, and may include overnight stays.

### Special Requirements

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

### Essential Functions (including percentage of time)

- 40% Plan, organize, and independently direct injury and violence surveillance systems. In collaboration with program partners and injury prevention stakeholders, identify appropriate existing sources of injury surveillance data, including state vital statistics death data, state hospital discharge and emergency department (ED) visit data, California Child Fatality Surveillance System (CCFSS), and other injury data collection instruments. Assess data collection burden, case completeness, potential biases, and other strengths and weaknesses of existing instruments for topic-specific injury surveillance and prevention (e.g., utility of using child death review team data on drowning cases to inform childhood water safety efforts). Expand use of existing injury-related data sources for state, local, and program specific uses, especially data that can rapidly provide details on modifiable risk and protective factors to inform injury prevention efforts. Conduct quality assurance checks on new and emerging data sources to identify and address areas of concern. Use statistical software (e.g., Statistical Analysis System [SAS], R) to manage, integrate, and/or link data, and conduct scientific analyses. Develop, implement, and monitor data management and quality improvement strategies. In collaboration with program partners and stakeholders, develop and implement recommendations for improved injury data collection.
- 30% Disseminate data analysis results, findings, and insights to program partners and stakeholders to inform evidence-based injury prevention plans and policies. Develop reports, publications, data briefs and fact sheets, infographics, data visualizations, website content, data dashboards, and/or other media intended to facilitate program goals. Contribute data-related content to legislative reports, action plans, and other program materials. Develop and contribute to presentations and other methods intended to share findings from research,

evaluation, and data analysis efforts (e.g., slides, webinars, handouts). Ensure data products are compliant with Americans with Disabilities Act accessibility guidelines. Fulfill ad-hoc data requests and requests for scientific support from in-house staff, the public, media, partners, and stakeholders. Ensure the scientific integrity of data analysis results. Develop and provide technical assistance and resources to help data users translate data into actionable information to use in program planning and evaluation.

15% Provide scientific leadership and technical scientific consultation to other researchers and state and local public health entities. Act as CDPH spokesperson injury and violence data at local, state, and national meetings and conferences. Actively serve as a team member on advisory groups and scientific forums to enhance the availability, quality, sustainability, dissemination, and proper interpretation of complex data. Coordinate with national organizations and academic centers. In coordination with other IVPB staff, actively identify and prepare grants for new sources of injury data and research support from state and national agencies.

10% Participate in the general functions of the Epidemiology, Surveillance, and Evaluation Section and the IVPB (e.g., participate in meetings, develop/contribute to bill analyses and budget change proposals, respond to media and other requests, contribute to EpiCenter data dashboard, contribute to development and submission of grant/contract proposals). Provide technical scientific consultation to other staff engaged in injury and violence prevention. Provide technical scientific consultation to in-house scientists on data management, data visualization, statistical software, and data analyses. Provide technical consultation to non-scientist in-house staff for implementing and monitoring program objectives.

**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: 10/1/24

**DUTY STATEMENT**

Employee Name:	Position Number: 580-340-5582-909
Classification: Research Scientist II (Epidemiology/Biostatistics)	Tenure/Time Base: Permanent/Full-Time
Working Title: Injury Prevention Research Scientist	Work Location: 1616 Capitol Ave., Sacramento, CA
Collective Bargaining Unit: R10	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Healthy Communities	Branch/Section/Unit: Injury and Violence Prevention Branch; Epidemiology, Surveillance, and Evaluation Section; Unintentional Injury Prevention 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.

**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 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 of the Unintentional Injury Prevention Data Unit. The Research Scientist (RS) II is responsible for the design, development and implementation of moderately complex scientific research, evaluation, and

dissemination to support injury prevention. The RS II will provide support for programs within the Injury and Violence Prevention Branch (IVPB) Epidemiology, Surveillance, and Evaluation Section, focusing on various topics related to injury and violence prevention including, but not limited to unintentional injuries, suicide/self-harm, and homicide/assault. The RS II will conduct asset mapping and outreach to identify new and existing potential data sources to track injuries, analyze data, and disseminate results through presentations and reports, such as data briefs and reports to the state legislature. The RS II is also required to work effectively with partners from other agencies, multi-disciplinary professionals, lay organizations, individuals, and other injury prevention stakeholders. Minimal travel (5%) may be required within state to contribute to program goals, as necessary, and may include overnight stays.

### Special Requirements

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

### Essential Functions (including percentage of time)

- 40% Plan, organize, and implement injury and violence surveillance systems. In collaboration with program partners and injury prevention stakeholders, identify appropriate existing sources of injury surveillance data, including state vital statistics death data, state hospital discharge and emergency department (ED) visit data, California Child Fatality Surveillance System (CCFSS), and other injury data collection instruments. Assess data collection burden, case completeness, potential biases, and other strengths and weaknesses of existing instruments for topic-specific injury surveillance and prevention (e.g., utility of using child death review team data on drowning cases to inform childhood water safety efforts). Expand use of existing injury-related data sources for state, local, and program specific uses, especially data that can rapidly provide details on modifiable risk and protective factors to inform injury prevention efforts. Conduct quality assurance checks on new and emerging data sources to identify and address areas of concern. Use statistical software (e.g., Statistical Analysis System [SAS], R) to manage, integrate, and/or link data, and conduct scientific analyses. Develop, implement, and monitor data management and quality improvement strategies. In collaboration with program partners and stakeholders, develop and implement recommendations for improved injury data collection.
- 30% Disseminate data analysis results, findings, and insights to program partners and stakeholders to inform evidence-based injury prevention plans and policies. Develop reports, publications, data briefs and fact sheets, infographics, data visualizations, website content, data dashboards, and/or other media intended to facilitate program goals. Contribute data-related content to legislative reports, action plans, and other program materials. Develop and contribute to presentations and other methods intended to share findings from research, evaluation, and data analysis efforts (e.g., slides, webinars, handouts). Ensure data products are compliant with Americans with Disabilities Act accessibility guidelines. Fulfill ad-hoc data

requests and requests for scientific support from in-house staff, the public, media, partners, and stakeholders. Ensure the scientific integrity of data analysis results. Develop and provide technical assistance and resources to help data users translate data into actionable information to use in program planning and evaluation.

- 15% Provide technical scientific consultation to other researchers and state and local public health entities. Act as CDPH spokesperson on injury and violence data at local, state, and national meetings and conferences. Actively serve as a team member on advisory groups and scientific forums to enhance the availability, quality, sustainability, dissemination, and proper interpretation of scientific data. Coordinate with national organizations and academic centers. In coordination with other IVPB staff, actively identify and help prepare grants for new sources of injury data and research support from state and national agencies.
- 10% Participate in the general functions of the Epidemiology, Surveillance, and Evaluation Section and the IVPB (e.g., participate in meetings, develop/contribute to bill analyses and budget change proposals, respond to media and other requests, contribute to EpiCenter data dashboard, contribute to development and submission of grant/contract proposals). Provide technical scientific consultation to other staff engaged in injury and violence prevention. Provide technical scientific consultation to in-house scientists on data management, data visualization, statistical software, and data analyses. Provide technical consultation to non-scientist in-house staff for implementing and monitoring program objectives.

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

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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: 10/2/24