

**DUTY STATEMENT**

Employee Name:	Position Number: <b>580-407-5594-003</b>
Classification: Research Scientist III (Epidemiology/Biostatistics)	Tenure/Time Base: Permanent/Full-Time
Working Title: Lead Research Scientist	Work Location: 1616 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: R10	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/Care 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 overseeing and supporting data collection, analysis, evaluation, and research activities to assist the Care Evaluation and Monitoring (CEM) Section, ADAP and Care Evaluation and Informatics (ACEI) Branch, and the HIV Care Branch.

The incumbent works under the general direction of the Research Scientist Supervisor (RSS) I (Epidemiology/Biostatistics), Chief of the CEM Section. The Research Scientist (RS) III

(Epidemiology/Biostatistics) serves as a highly skilled professional with responsibility for planning, organizing, and carrying out projects of highly developed scientific scope and complexity related to data collection, data management, analysis, program evaluation, and research activities for the federally funded Ryan White care programs for people living with HIV.

---

**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)**

---

- 35% Plan, organize, and direct scientific investigations and studies to describe factors that influence quality and completeness of the HIV Care data system data. Identify and adapt appropriate methods, techniques, and procedures to assess the costs of quality and usefulness of the HIV care program data for current and future analyses. Coordinate scientific projects with professional staff from other State, local, or federal agencies and applies qualitative and quantitative methods suitable to specialized analyses of program data. Lead development and implementation of the HIV Care data system improvement plan to ensure that complete, high quality and accurate data are collected from the HIV Care Program (HCP), the AIDS Medi-Cal Waiver Program (MCWP), Housing Plus Program (HPP), and the Housing Opportunities for People with AIDS (HOPWA) program. Provide expert consultative services in designing, maintaining, monitoring, and evaluating the HIV Care data system to ensure system and data integrity. Manage and monitor HCP, MCWP, and housing data collection efforts. Independently analyze problems, develop appropriate solutions, recommend, and implement appropriate courses of action for improving data quality. Provide consultation and complex technical assistance to HIV Care program providers as it pertains to data collection and compliance reporting. Act as a liaison with the HIV Care data system development team to ensure the data system complies with federal data collection requirements and meets state and local needs. Review and provide input to system development plans and business requirements and supports alignment of system development to Office of AIDS (OA) strategic goals.
- 25% Plan and conduct innovative and complex analyses with the use of the HIV Care system data to respond to the Department of Public Health's Strategic Plan, (OA Goals and Strategies, and the Ryan White Care program's changing economic, social- behavioral environment. Propose scientifically based program alternatives and business solutions to ensure that the Care program effectively meets the needs of all eligible HIV positive clients. Develop and implement program monitoring and evaluation processes for HCP, HPP, and the HOPWA program. Collaborate with ACEI Branch staff, HIV Care Branch staff, local, state, and federal partners, health care providers, and other stakeholders to evaluate program effectiveness and efficiency. Employ complex program evaluation, data management, and analytic methods to implement program evaluation activities. Propose scientifically based grant allocations and program improvements. Provide technical assistance to internal and external partners on implementing

program improvements. Develop complex program monitoring and evaluation reports and presentations for dissemination to internal and external stakeholders. Share research results in public health and scientific publications, workshops, and conferences.

- 25% Independently conduct data management, analytic, and research projects of highly developed scientific scope and complexity on HCP, HPP, and the HOPWA program in collaboration with ACEI Branch staff, HIV Care Branch staff, local, state, and federal partners, health care providers, and other stakeholders. Employ appropriate research design, research methodologies, statistical analyses, and knowledge of information systems in the implementation of analytic projects, and adapts methods as needed to complete projects. Complete complex internal and external data requests using Base SAS, SQL, R program languages and Tableau software.
- 10% Represent OA in various public, scientific, and educational settings, present findings of epidemiologic or evaluation research to other researchers and public health professionals and submit articles for publication in peer-reviewed scientific journals. Assist the HIV Care Branch with the development and review of the section’s research projects including program evaluation and clinical quality management related to the Care program. Assist in the submission of the annual Health Resources Services Administration’s Ryan White services report, grant application and progress reports; conduct data analyses, generate tables; and write relevant portions of the grant.

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

- 5% Attend Division, Branch, and Section meetings; complete annual data security and confidentiality trainings for both the Department and Office of AIDS; follow and promote data confidentiality requirements and policies. Perform other RS III 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: JC  
 Date: 10/29/24