

DUTY STATEMENT

Employee Name:	Position Number: 580-410-5662-001
Classification: Research Scientist Manager (Epidemiology / Biostatistics)	Tenure/Time Base: Permanent / Full-Time
Working Title: Informatics Branch Chief	Work Location: Various locations available. Location to be determined upon hire.
Collective Bargaining Unit: M10	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Infectious Diseases / Division of Communicable Disease Control	Branch/Section/Unit: Informatics Branch

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 directly overseeing, planning, coordinating, and maintaining the high visibility over the Informatics Branch (IB).

Under the general direction of the Public Health Medical Administrator I, Division Chief of the Division of Communicable Disease Control (DCDC), the Research Scientist Manager (RSM) serves as the IB Chief within the DCDC. The RSM supports public health informatics needs within the Center for Infectious Diseases (CID); provides technical leadership and acts as the informatics subject matter

expert (SME) to the IB and CID information systems; advises CID leadership on strategic questions related to informatics and system architecture; collaborates with end users to optimize data provisioning and data access; engages with developers and system administrators to ensure that data systems interoperate with departmental data warehouse and analytic resources; leads and supports the development of informatics and data exchange processes for clinical and public health infectious disease related activities; maintains data security and confidentiality process and expertise for clinical and public health data; supports administrative functions for informatics projects; and supervises multidisciplinary informatics staff. This position requires technical knowledge and experience related to informatics, cloud-based data management, analysis, and provisioning, and complex system architecture.

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% Manages CID informatics functions. Supervises daily operations and activities of the IB in implementation of informatics methods, data management systems, and modifications to business processes with responsibility for meeting project goals, objectives, and timelines. Supervises staff in data movement from multiple sources into the various infectious disease data systems. Develops standard operating procedures (SOPs) for data import and export processes and ensures processes are conducted according to SOPs and departmental data privacy and security standards. Provides advanced public health informatics support to CID staff. Represents CID in CDPH data integration efforts and strategic movement toward promoting broader system interoperability and enterprise-wide architecture.
- 30% Manages and provides technical guidance to informatics staff working on routine and special projects to evaluate data quality or consistency and perform analyses of infectious disease data management processes. Coordinates with the DCDC Division Chief and CID leadership to develop and implement an equitable data governance policy that ensures access to infectious disease data by all CID programs and local health departments. Leads, supervises, monitors, and documents informatics program development. Prepares and presents project proposal and relevant reports to management and user departments. Collaborates with end users, developers, and system administrators to ensure that systems optimize data management, storage, and provisioning. Supports and leads development of informatics and data exchange processes for public health infectious disease related activities.
- 20% Oversees development of quality improvement reports and develops appropriate data management and quality improvement plans. Oversees and implements these plans. Informs Division leadership of security incidents/breaches identified while working with users and supports the investigation of security incidents. Evaluates daily quality and productivity of work

regarding optimal user experience and functionality of systems. Ensures the CID and data system users throughout the State of California receive efficient and timely informatics support during normal business hours.

- 10% Collaborates with scientific, programmatic, and technical staff throughout CID with identification of variable and report changes needed to incorporate evolving federal and state reporting requirements. Works closely with the Information Technology Services Division on aligning CID data processes with departmental standards and architecture. Represents CID on technical working groups related to departmental enterprise architecture and solutions. Collaborates with SMEs, program staff, and developers to identify new enhancements and prioritize activities, and develop business requirements.

The headquarter location will be determined based on the location of the most qualified candidate. Available Headquarter locations for this position:

Region	Counties	Reporting Location
Region II	Alameda, Contra Costa, Del Norte, Humboldt, Lake, Marin, Mendocino, Monterey, Napa, San Benito, San Francisco, San Mateo, Santa Clara, Santa Cruz, Solano, Sonoma	Contra Costa - 850 Marina Bay Parkway, Richmond, CA 94804
Region IV	Alpine, Amador, Calaveras, El Dorado, Placer, Sacramento, San Joaquin, Stanislaus, Tuolumne, Yolo	Sacramento - 1616 Capitol Avenue, Sacramento, CA 95814

Marginal Functions (including percentage of time)

- 5% Provide informatics subject matter expertise and leadership within and outside the Division. Other job-related RSM 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: Skip Thomas
 Date: 5/23/2024