

**DUTY STATEMENT**

Employee Name:	Position Number: 580-230-5582-004
Classification: Research Scientist II (Epidemiology/Biostatistics)	Tenure/Time Base: Permanent/Full time
Working Title: Emergency Data Management Scientist	Work Location: 1615 Capitol Ave Sacramento, CA 95814
Collective Bargaining Unit: R10	Position Eligible for Telework (Yes/No): Yes-Hybrid
Center/Office/Division: Center for Preparedness and Response	Branch/Section/Unit: Program and Response Branch 24/7 Intelligence 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.

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**Competencies**


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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](#).

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**Job Summary**


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This position supports the California Department of Public Health's (CDPH) mission and strategic plan by monitoring, analyzing, and reporting on public health hazard data and providing emergency response communication in support of the health and wellbeing of California's diverse people and communities.

The incumbent works under the general direction of the Program Manager II of the 24/7 Intelligence Section, Program and Response Branch, Center for Preparedness and Response (CPR). The Research Scientist II (RS II) works within the 24/7 Intelligence Section, which operates in 8-hour

shifts, 24 hours a day, seven days a week watching over California to identify potential and emerging public health threats, provide alert notification to all levels of government as well as critical situational awareness during an emergency or disaster. As part of an interdisciplinary team, the RS II works on study design, data collection, statistical analyses, and informational displays to identify potential and emerging public health threats as well as provide critical situational awareness during an emergency or disaster. The incumbent may be expected to rotate through various work schedules including day, swing, and night shifts.

### Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: In state travel, including overnight travel, may account for up to 10% of duties
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

### Essential Functions (including percentage of time)

- 30% Plans, organizes, and carries out epidemiologic research and surveillance of moderate scientific scope and complexity. Manages and analyzes incoming data from the 24/7 Intelligence Section systems including emergency room and hospital data, vital statistics, reporting information from local health jurisdictions and other health care providers, syndromic surveillance systems, poison control centers, and other applicable entities and data streams. Performs complex analyses using statistical software such as R, R Shiny, Python, C++, as well as data visualization software such as Microsoft Power BI, Tableau, and ArcGIS Pro. Cleans and summarizes data for standardization, normalization, and comparison of sub-populations.
- 30% Designs processes and procedures for data collection, review, analysis, and presentation in partnership with other Centers, Offices, and Divisions. Works in cooperation with the Center for Health Statistics and Informatics, the Office of Health Equity, the Information Technology Services Division, the Department of Health Care Access and Information, the California Health and Human Services Agency, the Centers for Disease Control and Prevention, and other partners in the development of data collection and reporting systems. Assists with the development, testing, and implementation of data collection, monitoring, and analyses systems, identifies data gaps, and makes recommendations for systems improvements. Leads teams through complex, fact based statistical analysis, modeling, surveillance data review, and communication and monitoring of data. Develops and provides trainings for staff on data monitoring systems, collection, and use.
- 25% Contributes statistical and summary information for intelligence reports on real-time situational awareness on emerging public health threats, emergencies, and trends. Provides evidence-based information and recommendations to be included in sensitive technical and programmatic public health communications and intelligence products including the California Health Alert Network (CAHAN) and other platforms available to disseminate critical health information and guidance. Maintains a working knowledge of the Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS), the CDPH

Emergency Operations Response Plan (EORP) and the California Public Health and Medical Emergency Operations Manual (EOM). Maintains a working knowledge of Incident Command Systems (ICS) and the Medical and Health Coordination Center (MHCC) principles and structure, including all sections within the MHCC.

10% Represents CPR in emergency preparedness and response related surveillance meetings and discussions. Maintains expertise in epidemiological methods through review of scientific literature. Prepares presentations for and attends professional conferences. Participates in workshops, drills, and training exercises on public health emergency response. Travel is required to attend meetings, participate in workgroups, exercises, and trainings.

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

5% Performs other job-related duties as required. In the event of an emergency activation, the incumbent may be required, on short notice, to work irregular and overtime hours during disaster operations.

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: T. Moya  
 Date: 11/18/24