

DUTY STATEMENT

Employee Name:	Position Number: 580-530-5582-909
Classification: Research Scientist II (Epidemiology/Biostatistics)	Tenure/Time Base: Permanent/Full Time
Working Title: Prenatal Screening Data Scientist	Work Location: 850 Marina Bay Parkway, MS 8200 Richmond, CA 94804
Collective Bargaining Unit: R10	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Family Health/Genetic Disease Screening Program Division	Branch/Section/Unit: Program and Policy Branch/Program Development and Evaluation Section/Prenatal Outcomes & Evaluation 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 performing a variety of data support duties for prenatal screening implementation, evaluation, and epidemiological research in the Program Development and Evaluation Section. The Research Scientist II routinely performs data support activities that include any combination of data retrieval, data management, data analysis, data visualization, digital report generation, and communication with internal and external prenatal screening stakeholders.

The incumbent works under general supervision of the Research Scientist Supervisor I (Epidemiology/Biostatistics), Chief of the Prenatal Outcomes & Evaluation Unit. The incumbent will work independently or as a team member to plan, organize, and conduct ongoing data support services for prenatal screening projects. The incumbent will apply statistical and analytical techniques to respond to data requests, identify data quality issues, conduct evaluation projects, investigate research questions, and provide data evidence for program policy decisions using SQL and/or SAS software. The incumbent will produce and manage a variety of data visualization reports, maintain protocol documentations, and lead special projects assigned by the unit Chief. The position requires a strong comprehension of statistical and epidemiological methods and a high degree of skills using SQL and SAS software.

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)

- 40% Responsible for the ongoing data support analysis and services to the Prenatal Screening (PNS) Program. Plan, organize, and conduct data analyses and evaluation investigations of moderate scientific scope and complexity related to PNS Program development, process, and performance using the complex relational data stored in the web-based Screening Information System (SIS). Apply statistical and analytical techniques to respond to data requests, retrieve and manage program process and follow-up data, identify data quality issues, conduct evaluation projects, investigate research questions, present data evidence for PNS Program policy decisions, and provide data support for internal and external projects using SQL or SAS software. Develop and implement analytic approaches to describe, summarize, and better understand registry diseases of chromosomal abnormalities and neural tube defects.
- 35% Produce and manage complex descriptive data reports on PNS Program implementation, process, follow-up, and performance using advanced data visualization techniques in Microsoft Power BI software. Design and develop data visualization reports using program process and follow-up data in SIS for program policy makers to refine prenatal screening implementation procedures and rules, to improve program delivery and efficiency, and to modify registry data collection protocols. Maintain protocol documentations and lead special projects assigned by the Section Chief.
- 20% Provide scientific consultation and technical assistance in support of internal and external stakeholders, data requests, and prenatal screening projects in a timely and accurate manner as they arise. Participate in strategic planning and testing for the development of web-based data collection system. Prepare and present abstracts at scientific meetings.

Marginal Functions (including percentage of time)

5% Perform other 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: JA
 Date: 7/26/24