

DUTY STATEMENT

| | |
|--|--|
| Employee Name: | Position Number: 580-510-5590-909 |
| Classification: Research Scientist II (Social / Behavioral) | Tenure/Time Base: Permanent / Full Time |
| Working Title: Vendor Program Integrity Researcher | Work Location: 3901 Lennane Drive, Sacramento CA 95834 |
| Collective Bargaining Unit: R10 | Position Eligible for Telework (Yes/No): Yes |
| Center/Office/Division: Center for Family Health / Women, Infants, and Children (WIC) Division | Branch/Section/Unit: Data and Integrity 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 advancing the health and well-being of California's diverse people and communities. As an employee of the Data and Integrity Branch, the incumbent serves as part of a team that collects, analyzes, monitors and leverages data, research, and policies to benefit, optimize, and protect the Women, Infants, and Children (WIC) program and its participants, local agencies and vendors.

The incumbent works under the general supervision of the Chief, Data and Integrity Branch, Research Scientist Supervisor II (RSS II). The Research Scientist II (RS II) (Social/Behavioral) conducts data analysis and scientific research studies of moderate scientific scope and complexity to investigate, detect and mitigate fraudulent activity against the WIC program, to develop and monitor vendor high-risk indicators, and apply behavioral modeling and data analytics to protect the fiscal health of WIC. The RS II theorizes and tests various hypotheses to identify suspect vendor and redemption activity within the WIC program; ensures authorized vendors are appropriately reimbursed while containing program costs; and evaluates fiscal, program, and health outcomes. The RS II develops data tables, figures, written summaries, reports, presentations, and articles for internal and external stakeholders, and may provide expert testimony at administrative hearings.

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% Analyzes and monitors WIC data to identify anomalous activity associated with fraudulent vendor activity. Develops use cases and fraud indicators; integrates data from various sources (including external to WIC); applies sophisticated business rules and advanced analytics, cognitive technologies, and predictive models to identify and diagnose vendor fraud patterns and profiles; identifies data anomalies to flag suspicious vendor behavior; applies network, transactional, and open source analysis to identify fraud; calculates data-driven vendor fraud risk scores to profile events and activities; and coordinates and provides data to appropriate external parties for investigation. Assists in the development of Case Management tools to properly triage and respond to detected anomalies and track incident responses and outcomes. Uses indicators and monitoring tools to build out use cases for fraud detection and help modify and add new indicators, as needed. Uses statistical software and Structured Query Language (SQL) to detect patterns and anomalies and for more in-depth data mining; develops and updates dashboards using Tableau; builds appropriate reports for use by program integrity, vendor inventory audits and research staff. Provides data and documentation to

prepare cases, collaborates with legal and law enforcement partners, and provides expert testimony at administrative hearings.

- 25% Develops and applies quantitative and qualitative research methods, and moderately-advanced statistical methods to independently and collaboratively conduct complex research studies and analyze data, including measuring the effectiveness of WIC program activities. Develops and maintains expert knowledge of the WIC administrative data; constructs innovative analytical methods to identify and monitor program goals and fiscal health. Conducts literature reviews; defining the nature and scope of the problem to be researched; applies appropriate scientific research methodologies; applies appropriate scientific techniques and SQL to manipulate and analyze large databases; uses statistical software to analyze data, including the application of moderately complex, descriptive, and inferential statistical techniques such as multivariate analyses; interprets findings; and prepares scientific research papers, poster presentations, and State reports. Presents research results to appropriate management, stakeholders, contractors, and at meetings and conferences. Assists with meeting federal and state reporting requirements, including the annual Food Delivery Portal data submission. Responds to internal and external data requests. Collaborates with, and at times leads, Branch staff on research projects and other special assignments, peer reviews statistical software and SQL code and final products from other Branch researchers. Works closely with research staff from the Vendor Analysis, Research and Evaluation (VARE) Section to enhance knowledge exchange and quality assurance of the WIC vendor data.
- 25% Collaborates with the Program Integrity and Audits (PIA) Section to enhance and implement fraud detection and prevention activities; supports the PIA Section by providing data, analyses, visualizations and reports for investigations, cases, and vendor inventory audits. Collaborates with staff from the Communications, Food, and Vendor Policy Branch, the Vendor Management Branch, and VARE research staff to develop and implement a federally mandated, high-risk monitoring system for vendors. Collaborates in the construction of performance measures to operationalize program goals and objectives; oversees the monitoring of the progress in achieving program goals and objectives; develops and disseminates vendor monitoring and evaluation reports to inform internal and external stakeholders.
- 10% Completes State and CDPH mandated trainings; follows, maintains, and promotes data security and laws; participates in and attends project, Section, Branch, and Division meetings.

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: AG

Date: December 12, 2024.