

DUTY STATEMENT

Employee Name:	Position Number: 580-225-5643-909
Classification: Research Scientist Supervisor I (Epidemiology/Biostatistics)	Tenure/Time Base: Limited Term/Full-Time
Working Title: Chief, Data Governance Unit	Work Location: 3701 N. Freeway Blvd. Sacramento, CA 95834
Collective Bargaining Unit: S10	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Health Statistics and Informatics Data Strategy and Governance Division	Branch/Section/Unit: Data Governance 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 managing all functions as the Chief of the Data Governance Unit (DGU) as a working level supervisor responsible for managing development and operational functions and meeting the objectives of the Unit.

The Research Scientist Supervisor I (RSS I) develops data roadmaps and scientific strategies; serves as a department-wide advisor on public health data governance related to department and stakeholder data needs; and provides overall technical direction on statewide public health data strategy and governance efforts. The incumbent provides oversight of DGU efforts creating value

through data optimization and acquisition; envisioning data-enabled strategies; developing, implementing, and updating a data strategy and roadmap; enabling all forms of business outcomes through analytics; establishing data analytics and policy governance; and aligning with enterprise information and technology strategies and policy, and with relevant regulatory, legal, and ethical mandates. The incumbent works collaboratively with and in support of the CDPH Data Governance Council. Up to 5% in- or out-of-state travel may be required, including overnight stays.

The incumbent works under the general direction of the CEA A, Chief of the Data Strategy and Governance Division (DSGD).

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: Up to 5%
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

- 40% Plans, organizes, directs, and reviews staff activities to ensure the effectiveness of various health data systems and develops a platform for data sharing among CDPH program partners. Ensures the activities and policies of CDPH programs are consistent with the Department's strategic vision and goals for public health data in California. Develops general program policy with a major emphasis on the scientific aspects and health issues of public health data governance. Develops and maintains SharePoint communications platforms, and curates data dictionary development, systems inventory, and interoperability readiness assessment processes in support of CDPH data governance. Provides oversight of DGU activities including information management services, predictive analytic services, and systems development. Works collaboratively with other members of the DSGD to incorporate continuous quality improvement into CDPH's data strategy. Designs scientific research studies, surveys, and testing protocols; evaluates research studies, survey data, public health data, and other scientific data to determine trends and health risks; and provides recommendations to department executive leadership on emerging public health issues.
- 35% Works with Centers/Divisions/Offices across the Department and organizations throughout the State to ensure that public health and clinical data are collected, managed, analyzed, used, and shared in an efficient and effective fashion and that appropriate methods and technologies are applied inside and outside the Department to support these functions. Develops and oversees a systematic and timely data standards and data governance review process, while evaluating work efforts to optimize system and personnel resources. Provides leadership on CDPH data standards and quality issues, and develops recommendations for the improvement of electronic registries, databases, and surveillance systems to address data quality and data governance issues. Provides professional review of studies, and reports to the Legislature relevant to public health information to ensure compliance with CDPH policies, existing law, public health requirements, and overall quality control requirements. Collaborates with all interested parties

within CDPH, State and Federal government agencies, and other jurisdictions and health departments to improve data interoperability, accuracy, and analytics capacity. Provides data quality feedback, educational materials, and presentations to staff who work with data analytics software to improve data quality within individual programs. Performs research to maintain knowledge of data standards and quality issues; technology solutions related to interoperability and data integration; and descriptive and predictive analytics software, techniques, and best practices.

20% Evaluates the work performance of staff and provides available resources for continued learning. Completes required personnel administrative documents. Provides guidance and oversight of staff assignments. Performs personnel activities including, but not limited to, recruitment, selection, training, and evaluation using probationary reports and annual appraisals. Assesses the work performance of direct reporting staff, monitors employee attendance, and approves leave requests. Initiates corrective actions and counsels employees on progressive disciplinary/performance management issues.

Marginal Functions (including percentage of time)

5% Examines organizational practices and policies that are barriers to inclusiveness and equity in the CDPH workplace and programs. Provides guidance and develops recommendations to ensure race and ethnicity, sexual orientation and gender identity, and other equity-related areas are considered to promote an inclusive and equitable workplace. Gains subject matter expertise on these areas and embeds the concepts into policy, practices, and procedures for resource allocation, workforce planning, and program decision-making. Performs other work-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: HH
 Date: 7/17/24