

DUTY STATEMENT

Employee Name: Vacant	Position Number: 580-520-5590-024
Classification: Research Scientist II (Social/Behavioral Sciences)	Tenure/Time Base: Permanent / Full-time
Working Title: Behavioral Health Evaluation Scientist	Work Location: 1615 Capitol Ave, Sacramento, CA 95814
Collective Bargaining Unit: R10	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Family Health / Maternal, Child and Adolescent Health Division	Branch/Section/Unit: Program Evaluation and Data Systems Branch / Adolescent and Perinatal Program Evaluation 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.

Competencies

The competencies required for this position are found in the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resources' Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by working on data and evaluation efforts of Maternal, Child and Adolescent Health (MCAH) programs, which promote the health and wellness of participating mothers and birthing people, families, and children.

The incumbent works under the general supervision of the Research Scientist Supervisor II, Chief of the Adolescent and Perinatal Program Evaluation Section. The Research Scientist (RS II)

(Social/Behavioral Sciences) leads discrete data and evaluation projects of moderate scope and provides evaluation-related technical assistance for local and state staff related to topics of maternal, child, and adolescent health, with a focus on behavioral health. Up to 5% travel is required for local agency site visits and professional conferences; visits could be statewide and may include overnight stay(s).

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: Up to 5% travel required for local agency site visits and professional conferences; visits could be statewide and may include overnight stay(s).
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

- 35% Gathers, processes, and prepares data files on behavioral health from direct services MCAH programs (such as the Home Visiting, Black Infant Health, and Adolescent Family Life Programs) for development of data analyses, visualizations, and other written reports to identify opportunities for innovation and implementation of evidence-informed strategies related to primary prevention of behavioral and mental health conditions and the integration of life course and community-based resiliency building efforts. Conducts evaluation studies of moderate scope and complexity, including organizing, cleaning, standardizing, and applying appropriate statistical methods and software (SAS). Collaborates with MCAH scientific staff in planning evaluation studies related to behavioral health and to understand how program services support health and wellness amongst participants. Uses social behavioral science approaches for evaluation methods, including the analyses of participant survey data and associations with program exposures. Incorporates social behavioral theoretical framework to guide analyses. Adheres to information security and confidentiality requirements and applies appropriate data suppression techniques.
- 25% Provides evaluation-related technical assistance to MCAH maternal mental health initiatives, including identification of measures, development of data collection tools, tabulation of data collected by the initiatives, and presentation of the information in charts and figures. Conducts comprehensive and systematic literature reviews related to behavioral and mental health in the perinatal population. Maintains a working knowledge of major studies in peer-reviewed literature related to evaluation science, behavioral health, and health disparities, particularly topics related to those the incumbent is charged to evaluate.
- 20% Assists with projects to evaluate local health jurisdiction (LHJ) efforts, federal Title V Maternal and Child Health Block Grant reporting frameworks, needs assessments, and MCAH programs. Provides technical assistance to MCAH programs, program implementation teams, and local health jurisdictions (LHJs) to support continuous quality improvement (CQI), data collection, or data interpretation as needed for program evaluation. Plans, organizes, and implements MCAH

evaluation projects to measure program fidelity, program outputs, program outcomes, and program impact that are of limited scope and complexity and that are both short-term and long-term projects. Monitors program performance and outcomes (benchmarks) as dictated by federal, state, and other stakeholder reporting requirements. Assists with data operations, including reconfiguration and administration of data systems. Creates and maintains data collection instruction manuals. Produces and updates data system codebooks and analysis (archive) files for data collected within the systems.

10% Keeps manager updated on workload and any potential issues and problems that may arise. Develops work plans and timelines and assists on special projects as needed. Develops and builds skills through structured classes and individual research.

Marginal Functions (including percentage of time)

5% Attends staff meetings, prepares miscellaneous correspondence, travels for site visits or professional meetings, contract solicitations, contract monitoring, and other job-related duties as required.

5% Serves as a researcher in unique short-term projects of a sensitive nature as required by the Legislature or the Governor’s Office, including time sensitive and confidential drills from the Director’s Office or responding to inquiries from the public.

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: Brittany Hanson

Date: 1/8/25

DUTY STATEMENT

Employee Name: Vacant	Position Number: 580-520-5582-XXX
Classification: Research Scientist II (Epidemiology/Biostatistics)	Tenure/Time Base: Permanent / Full-time
Working Title: Behavioral Health Evaluation Scientist	Work Location: 1615 Capitol Ave, Sacramento, CA 95814
Collective Bargaining Unit: R10	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Family Health / Maternal, Child and Adolescent Health Division	Branch/Section/Unit: Program Evaluation and Data Systems Branch / Adolescent and Perinatal Program Evaluation 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.

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 Resources' Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by working on data and evaluation efforts of Maternal, Child and Adolescent Health (MCAH) programs, which promote the health and wellness of participating mothers and birthing people, families, and children.

The incumbent works under the general supervision of the Research Scientist Supervisor II, Chief of the Adolescent and Perinatal Program Evaluation Section. The Research Scientist (RS II)

(Epidemiology/Biostatistics) leads discrete data and evaluation projects of moderate scope and provide evaluation-related technical assistance for local and state staff related to topics of maternal, child, and adolescent health, with a focus on behavioral health. Up to 5% travel is required for local agency site visits or professional meetings; visits could be statewide and may include overnight stay(s).

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: Up to 5% travel required for local agency site visits or professional meetings; visits could be statewide and may include overnight stay(s).
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

- 35% Gathers, processes, and prepares data files on behavioral health from direct services MCAH programs (such as Home Visiting, Black Infant Health, and Adolescent Family Life Programs) for the development of data analyses, visualizations, and other written reports to identify opportunities for innovation and implementation of evidence-informed strategies related to primary prevention of behavioral and mental health conditions and the integration of life course and community-based resiliency building efforts. Conducts evaluation studies of moderate scope and complexity, including organizing, cleaning, standardizing, and applying appropriate statistical methods and software (SAS). Collaborates with MCAH scientific staff in planning evaluation studies related to behavioral health and to better understand how program services support health and wellness amongst participants. Uses established guidelines and technical scientific approaches for evaluation methods, including using epidemiology or biostatistical methods to understand population health. Incorporates epidemiological or biostatistical methods into the theoretical framework used to guide analyses. Adheres to applicable information security and confidentiality requirements and applies appropriate data suppression techniques.
- 25% Provides evaluation-related technical assistance to MCAH maternal mental health initiatives, including identification of measures, development of data collection tools, tabulation of data collected by the initiatives, and presentation of the information in charts and figures. Conducts comprehensive and systematic literature reviews related to behavioral and mental health in the perinatal population. Maintains a working knowledge of major studies in peer-reviewed literature related to evaluation science, behavioral health, and health disparities, especially the topics related to those the incumbent is charged to evaluate.
- 20% Assists with projects intended to evaluate local health jurisdiction (LHJ) efforts, federal Title V Maternal and Child Health Block Grant reporting frameworks, needs assessments, and MCAH programs. Provides technical assistance to MCAH programs, program implementation teams, and local health jurisdictions (LHJs) to support continuous quality improvement (CQI), data collection, or data interpretation as needed for program evaluation. Plans, organizes, and

implements MCAH evaluation projects to measure program fidelity, program outputs, program outcomes, and program impacts that are of limited scope and complexity and that are both short-term and long-term projects. Monitors program performance and outcomes (benchmarks) as dictated by federal, state, and other stakeholder reporting requirements. Assists with data operations, including reconfiguration and administration of data systems. Creates and maintains data collection instruction manuals. Produces and updates data system codebooks and analysis (archive) files for data collected within the systems.

10% Keeps manager updated on workload and any potential issues and problems that may arise. Develops work plans and timelines and assists on special projects as needed. Develops and builds skills through structured classes and individual research.

Marginal Functions (including percentage of time)

5% Attends staff meetings, prepares miscellaneous correspondence, travels for site visits or professional meetings, contract solicitations, contract monitoring, and other job-related duties as required.

5% Serves as a researcher in unique short-term projects of a sensitive nature as required by the Legislature or the Governor’s Office, including time sensitive and confidential drills from the Director’s Office or responding to inquiries from the public.

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: Brittany Hanson
Date: 1/8/25