

Available Headquarters:

Counties	Available Headquarters
Los Angeles, Orange, San Luis Obispo, Santa Barbara, Ventura	Los Angeles, Orange, Ventura
Alameda, Contra Costa, Del Norte, Humboldt, Lake, Marin, Mendocino, Monterey, Napa, San Benito, San Francisco, San Mateo, Santa Clara, Santa Cruz, Solano, Sonoma	Contra Costa, San Francisco, Santa Clara, Sonoma
Butte, Colusa, Glenn, Lassen, Modoc, Plumas, Trinity, Shasta, Sierra, Siskiyou, Sutter, Tehama, and Yuba	Butte
Alpine, Amador, Calaveras, El Dorado, Placer, Sacramento, San Joaquin, Stanislaus, Tuolumne, Yolo	Sacramento
Fresno, Kern, Kings, Madera, Mariposa, Merced, Tulare	Fresno, Kern
Imperial, Inyo, Mono, Riverside, San Bernardino, San Diego	San Bernardino, San Diego

DUTY STATEMENT

Employee Name:	Position Number: 580-011-5651-909
Classification: Research Scientist Supervisor II (Epidemiology/Biostatistics)	Tenure/Time Base: Permanent, Full Time
Working Title: Decision Intelligence Section Chief	Work Location: Varies by region, to be determined upon hire
Collective Bargaining Unit: S10	Position Eligible for Telework (Yes/No): Yes/Hybrid
Center/Office/Division: Office of Policy and Planning	Branch/Section/Unit: Policy and Program Branch Decision 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.

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

The Research Scientist Supervisor II (RSS II) Epidemiology and Biostatistics (Epi/Bio) serves as the Decision Intelligence Section (DIS) Chief (DIS Chief) in the CDPH Office of Policy and Planning (OPP) Policy and Program Branch (PPB). The DIS Chief is responsible for planning, coordinating, and directing the work and daily functions of the DIS and directly supervising a multi-disciplinary team of research scientists, statisticians, and analytical staff to help CDPH achieve excellence in decision making by developing, implementing, facilitating, and improving strategic decision-making methods for high stakes, high cost, and high impact public health decisions through proven decision intelligence practices and frameworks. The DIS Chief is responsible for overseeing the analysis of difficult and complex major scientific research that has broad statewide scientific scope, high sensitivity, and policy impact to ensure data quality assurance, continuous improvement, and integration of behavioral economics in public health decision-making. The DIS Chief supervises efforts such as conducting comprehensive health impact assessment and cost-benefit/cost-effective analyses; long term strategic and health improvement planning to address current and emerging

cross-cutting public health and equity priorities; policy analysis; and monitoring and impact evaluation. The DIS Chief works to develop collaborative partnerships with health systems, academic partners, and other sectors, and facilitates accountability for effective and efficient public health infrastructure funding. The DIS Chief supports organizational capacity-building to foster a culture that encourages learning, continuous improvement, and empowerment of CDPH staff and team members.

The DIS Chief supports the CDPH mission and strategic plan by supporting CDPH in its effort to become a learning and impactful organization through the development and implementation of a coherent department-wide culture of commitment to improving population health through the integration of behavioral economics in decision-making and by promoting health equity through the work of OPP.

The mission of the OPP is to advance transformative policy and systems change that will promote state and community health improvement through prevention, equity, and collective action. The OPP promotes public health policy priorities and supports CDPH capabilities for community health improvement, policy development, research and analysis, integrated planning, decision intelligence, lean transformation, and grants management.

Under broad administrative direction from the PPB Assistant Deputy Director, OPP Deputy Director, and the CDPH Directorate, the DIS Chief will ensure that OPP provides effective, culturally appropriate, trauma-informed training and support to embed the techniques of behavioral economics in decision making within CDPH operations, programs, and culture, and provides behavioral economics training and support to local health jurisdictions and other partners.

Special Requirements

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

Essential Functions (including percentage of time)

40% Provide interpretation of scientific research to inform development of decision intelligence frameworks through contributions of public health, academic partners, and other industry/community experts. Advise OPP and CDPH leadership to ensure learning, training, and research activities align with Department priorities, goals, mission, and objectives. Serve as a scientific expert to advise and consult with scientists conducting studies throughout the Department. Make independent decisions on complex scientific problems involving high levels of uncertainty and a balancing of conflicting interest using scientific theories and principles of behavioral economics. Apply statistical models using statistical and geographical software systems to assess the nature and extent of public health issues. Lead and actively participate in productive collaborations with internal and external partners and scientific experts for impactful epidemiological studies of public health.

Develop partnerships with academic institutions on research to advance decision intelligence at CDPH. Prepare reports and publish/present research findings. Prepare ad hoc reports to fulfill data requests from stakeholders, leadership, and the public and assist programs in

meeting federal and state reporting requirements. Coordinate with State, local, or Federal agencies to provide epidemiologic support and technical consultation to local health jurisdictions and other partners in their investigations, using established guidelines and technical scientific procedures. Provide support and technical consultation to local health jurisdictions and other partners in their investigations using established guidelines and technical scientific procedures.

- 30% Direct, oversee, and supervise multi-disciplinary DIS staff including high-level Research Scientist staff. Provide administrative guidance and direction to DIS. Oversee the analysis of complex public health data to ensure data quality assurance and quality improvement. Plan, organize, and direct difficult and complex major scientific research and analysis with broad statewide scientific scope and complexity, high sensitivity, and policy impact. Collaborate and lead the preparation of departmental reports, peer-reviewed statistics, and the presentation of findings for fiscal, legislative, and program impact. Engage as part of the leadership team in the strategic and operational planning for all areas of OPP. Supervise staff in the development of guidelines, work plans, standard work and procedures, and the formulation of departmental policy recommendations, including the evaluation and monitoring of program standards to assure continued funding of programs. Monitor program activities and ensure that all deadlines are met in a timely fashion with respective document and process approvals. Establish standards and timelines for program deliverables to ensure they are successfully developed, implemented, and submitted. Use continuous improvement tools to evaluate all business operations. Revise policies and procedures as necessary to ensure maximum effectiveness and efficiency.
- 15% Provide expert scientific statistical support and technical consultation to local health departments and other partners in their investigations using established guidelines and technical scientific procedures related to decision intelligence methods and practices. Provide interpretation of scientific research findings and present scientific research or investigations conducted for other public experts and community. Use statistical methods, in the analysis of large, complex relational databases managed by CDPH and other data sources. Prepare reports and publish/present research findings. Prepare ad hoc reports to fulfill data requests from stakeholders, leadership, and the public and assist programs in meeting federal and state reporting requirements. Provide oversight of technical aspects of decision intelligence, for example, data analysis, statistical tools, and modeling.
- 10% Plan, organize, conduct, and present appropriate analyses to workgroups, meetings, and program trainings. Collaborate with CDPH leadership to define policies and standardize and document program data analysis procedures and work plan development. Ensure alignment with the Director's Office and Office of Policy and Planning; provide presentations and technical assistance to Centers/Divisions/Offices and partners on an as needed basis.

Marginal Functions (including percentage of time)

- 5% Travel to Sacramento or other CDPH offices, trainings, meetings, or events may be required. Perform other Research Scientist Supervisor II duties as assigned by PPB Assistant Deputy Director, OPP Deputy Director, and/or CDPH Directorate.

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<p>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.</p>		<p>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.)</p>	
Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date
HRD Use Only: LaJuana Thompson	Date 1/13/2025		