

DUTY STATEMENT

Employee Name:	Position Number: 580-465-5651-909
Classification: Research Scientist Supervisor II (Epidemiology/Biostatistics)	Tenure/Time Base: Permanent / Full-Time
Working Title: Chief, Syndromic Surveillance Section	Work Location: Various locations available. Location to be determined upon hire
Collective Bargaining Unit: S10	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Infectious Diseases / Office of Infectious Disease Preparedness and Response	Branch/Section/Unit: Infectious Disease Monitoring & Early Detection Branch / Syndromic Surveillance 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

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by overseeing and managing the implementation, utilization, maintenance, operation, and evaluation of the California Statewide Syndromic Surveillance (CaISyS) program. The CaISyS program facilitates timely and broad monitoring of population health, ultimately leading to more rapid and targeted disease control and prevention strategies as well as increased situational awareness for public health response.

The RSS II Syndromic Surveillance (SyS) Section Chief directs and manages all aspects of the CalSyS program, including providing oversight for and directly supervising the leadership of the SyS Section and its three units: the Program, Onboarding, & Policy (POP) Unit, the Data Quality & Integration (DQI) Unit, and the Epidemiology, Analytics, & Reporting (Epi) Unit. In this role, the RSS II oversees the complex CalSyS program and team responsible for research and analytics, policy and communications, epidemiology and reporting, program evaluation, communities of practice across CDPH programs and local health jurisdictions, a variety of data and marketing products, the development of new and complex data management processes, and the assurance of complete SyS reporting from all eligible California facilities (e.g., hospital emergency departments). The incumbent is responsible for the scientific, research, and statewide collaborative vision of the CalSyS program, supports the development of public health policy, and serves as a spokesperson regarding scientific or data-related issues concerning syndromic surveillance in California. The RSS II will also be responsible for ensuring the scientific quality of reporting requirements and is responsible for overseeing data security and confidentiality issues for the SyS Section and surveillance activities.

The incumbent works under the broad administrative direction of the Public Health Medical Administrator I (PHMA I), Infectious Disease Monitoring & Early Detection (IDMED) Branch Chief. In the case of a public health emergency, this position may be asked to redirect to serve rotations in emergency staffing roles aligned with their classification level.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: 5% Minimal travel may be required for this position.
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other: In the event of an emergency activation, the incumbent may be required, on short notice, to work irregular and overtime hours during disaster events.

Essential Functions (including percentage of time)

- 40% Serves as the lead subject matter expert on all aspects of syndromic surveillance (SyS) operations in California, including surveillance methods and epidemiologic analyses. Develops, coordinates, and implements broad scientific evaluation initiatives, develops complex theoretical frameworks, coordinates multi-level studies, conducts complex statistical analytic techniques, and interprets research findings from various sources such as professional peer-reviewed articles that inform internal and external decision makers and stakeholders. Ensures that SyS is conducted in California in accordance with state statute and regulation and state and federal policy and funding requirements, including policies related to security and confidentiality. Investigates and reports on security incidents and breaches to the Office of Infectious Disease Preparedness and Response (OIDPR), CDPH, and the Centers for Disease Control and Prevention (CDC) leadership. Oversees electronic reporting of hospitals and importation of this data into BioSense and other systems. Advises IDMED Branch Chief, and OIDPR and CDPH leadership on findings related to SyS and epidemiology. Provides guidance and oversight to the SyS Section's POP, DQI, and Epi units to optimize the quality, completeness, and timeliness of

California's syndromic surveillance data. Provides direction over and executive consultation on complex data analyses, reporting, and dissemination of SyS data. Oversees development and implementation of process to exchange data between databases. Participates in advisory committees and workgroups and serves as a spokesperson for the Branch and Section.

- 25% Directly supervises the SyS Section's POP, DQI, and Epi Unit Chiefs, the SyS Communications Lead, and other section staff. Prioritizes SyS Section workload and activities to ensure that Section responsibilities are met. Recruits, hires, develops, and retains highly skilled, experienced, and professional employees and SyS program leadership; establishes the SyS program and section vision and direction; uses a strengths-based approach in the assignment of duties; and provides guidance and evaluates work products toward continuous improvement. Supervises staff, effectively administering performance appraisal processes to ensure employees receive ongoing coaching, timely feedback, and fair and accurate evaluations. Provides leadership and direction to staff in workload management. Provides direction, support, and training to staff in the development of research and analytic projects, statistical procedures, and scientific writing. Ensures effective employee development through identification of training needs in collaboration with individual staff and across the unit; supports employees with career development planning; and facilitates the provisioning or identification of appropriate training. Establishes a positive workplace environment that promotes employee engagement and team bonding, emphasizes learning and continuous improvement, and celebrates accomplishments. Ensures staff work collaboratively across the SyS Syndromic Surveillance Section, IDMED Branch, OIDPR, CID, CDPH, and with external stakeholders to achieve results and to contribute to an overall positive and productive work culture. Identifies and participates in leadership training and other professional development opportunities to build supervision, management, and leadership skills. Oversees the managers and staff within the Section to ensure that data quality improvement activities are conducted appropriately and reviews all products and data requests for accuracy and completeness. Oversees the development of routine reports and other dissemination products, including peer-reviewed manuscripts and presentations, which support the use of SyS data to improve surveillance activities in California.
- 20% Acts as a statewide scientific expert and provides scientific policy consultation and contributions to the Nssp community. This includes providing data to support policy recommendations. Provides scientific leadership and technical scientific consultation to other researchers on a statewide level. Conducts highly specialized phases of major scientific projects such as preparing complex research designs, developing complex analytic plans, developing complex sampling strategies, and applying complex weighting and scientific analytic statistical methods. Presents on the public health aspects of substance use and addiction prevention at local, state, and national meetings and conferences as needed. Acts as the primary liaison with other state and national organizations and universities concerning SyS scientific research and evaluation methods and findings. Provide consultations to other state, federal, and program efforts. Provides recommendations to the Branch Chief and Center leadership.
- 10% Oversees and directs the SyS program budget and reviews and approves all programmatic budgetary decisions and directions. Provides administrative guidance and leadership to the SyS Section. Directs administrative procedures to ensure adequate human and fiscal resources; ensures SyS Section staff and leadership maintain all requirements of current grants and contracts and identify and apply for additional resources to meet mandates and requirements. Leads administration of SyS Section, including development of duty statements and workplans, and ensuring training, supervision, and performance metrics are met. Directs the development and implementation of external contracts supporting the section. Oversees mandated reports and fiscal accountability. Directs and provides responses to inquiries from the Office of

Communications and Legislative and Government Affairs. This includes leading responses to bill analyses and fiscal inquiry. Completes mandatory trainings, including trainings in emergency preparedness and the incident command system (ICS). Participates in emergency preparedness exercises, as requested. Follows and promotes data confidentiality and records retention requirements, policies, and laws. Upholds, facilitates, and promotes diversity, equity, and inclusion priorities in both programmatic work and business operations. Attends and participates in CDPH, CID, OIDPR, and Section meetings and other cross-program activities/workgroups. Identifies and pursues opportunities to develop and build skills, e.g., through training, individual research, and other professional development opportunities, with approval of supervisor. Attends trainings as necessary to improve knowledge of Quality Improvement principles, techniques, tools, and methodologies.

The headquarter location will be determined based on the location of the most qualified candidate. Available Headquarter locations for this position:

Regions

Region	Counties	Available Headquarter Locations
Region II	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: 850 Marina Bay Parkway, Richmond, CA 94804
Region IV	Alpine, Amador, Calaveras, El Dorado, Placer, Sacramento, San Joaquin, Stanislaus, Tuolumne, Yolo	Sacramento: 1616 Capitol Avenue, Sacramento, CA 95814

Marginal Functions (including percentage of time)

5% Performs other duties as required/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: J.F.
 Date: Oct 24