

DUTY STATEMENT

Employee Name: VACANT	
Classification: Research Scientist III (Epidemiology/Biostatistics)	Position Number: 580-407-5594-004
Working Title: Research Scientist	Work Location: 1616 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: R10	Tenure/Time Base: Permanent/Full-Time
Center/Office/Division: Center for Infectious Diseases/Office of AIDS	Branch/Section/Unit: ADAP and Care Evaluation and Informatics Branch/ADAP Evaluation and Monitoring 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.

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 working collaboratively with state and federal agencies, local health jurisdictions, and community-based organizations to ensure efforts to combat the HIV/AIDS epidemic are targeted and effective by leveraging data and technology to advance goals, inform action and accountability, strengthen the science base of our services, and expand data access for evidence-based decision making.

The incumbent works under the direction of the Research Scientist Supervisor (RSS I) (Epi/Bio), Chief of the ADAP Evaluation and Monitoring Section. The Research Scientist III (RS III) Epi/Bio is responsible for conducting program evaluation and research studies of a highly developed scientific scope and complexity, which includes preparing summary statistics and data visualization reports used to inform HIV program decisions, reporting data to funders, and performing all aspects of program research and evaluation. This includes planning evaluation strategies, developing logic models, developing data collection instruments and tools, ensuring cross-programmatic consistency, acting as a liaison between programmatic staff and data system developers, evaluating data for

quality, and conducting complex analyses to delineate trends, identify disparities, and assess fidelity of programmatic implementation, and producing reports for program administrators, policymakers, and funders.

The RS III will provide all aspects of data systems and analytic and research support for ADAP-special funded programs, Harm Reduction activities, and Ending the Epidemics (EtE) programs. The RS III will produce reports and present findings to public health experts, program administrators, policymakers, and funders.

Special Requirements

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

Essential Functions (including percentage of time)

- 30% Operate as the lead Research Scientist (RS) III for the data support for ADAP-special funded programs including but not limited to the HIV and aging program and the pre-exposure prophylaxis (PrEP) program, in collaboration with the ADAP Evaluation and Monitoring (AEM) and ADAP Fiscal Forecasting (AFF) Sections in the ADAP and Care Evaluation and Informatics (ACEI) Branch, the ADAP Branch, the Prevention Branch, the Prevention Evaluation and Monitoring (PEM) Section in the Surveillance and Prevention Evaluation and Reporting (SPER) Branch, and Local Evaluation Online (LEO) system developers. In collaboration with AEM staff the RS III will plan evaluation strategies, including developing logic models and operational definitions for process and outcome measures; develop data collection instruments and tools consistent with programmatic workflow and evaluation needs, ensuring cross-programmatic consistency among common data elements; act as a liaison between programmatic staff and LEO data system developers to ensure data system design and development supports evaluation needs as well as clinic/program flow for effective and efficient data collection; provide technical assistance to local health jurisdictions and community-based organizations (CBO) to ensure timely, accurate, and complete data collection; extract, clean, and evaluate data for quality and completeness; conduct linkages to other relevant data sets; conduct complex analyses to delineate trends, identify disparities, and assess fidelity of programmatic implementation; produce reports on evaluation process and outcome measures for program administrators, policy-makers, and funders.
- 20% Operate as the lead Research Scientist (RS) III for the Local Evaluation Online (LEO) data support for the Ending the Epidemics (EtE) programs, in collaboration with the EtE staff, the PEM section, and Local Evaluation Online (LEO) system developers. In collaboration with the

EtE Staff, the RS III will conduct the including: plan evaluation strategies, developing logic models and operational definitions for process and outcome measures; develop data collection instruments and tools consistent with programmatic workflow and evaluation needs, ensuring cross-programmatic consistency among common data elements; act as a liaison between EtE staff and LEO data system developers to ensure data system design and development supports evaluation needs as well as clinic/program flow for effective and efficient data collection; provide technical assistance to local health jurisdictions and community-based organizations (CBO) to ensure timely, accurate, and complete data collection; extract, clean, and evaluate data for quality and completeness; conduct linkages to other relevant data sets; conduct complex analyses to delineate trends, identify disparities, and assess fidelity of programmatic implementation; produce reports on evaluation process and outcome measures for program administrators, policymakers, and funders.

- 20% Develop and conduct an annual survey to evaluate successes and challenges for syringe services programs (SSPs) participating in the Harm Reduction Supply Clearinghouse, including drafting and testing survey questions, administering the survey, cleaning and analyzing data and producing reports for program operators, administrators, and funders. Plan, develop, and implement evaluation activities to assess access to medication for opioid use disorder (MOUD) and wraparound services in California SSPs, utilizing Harm Reduction Unit (HRU) programmatic data, disease surveillance data, and other relevant data sources to identify successes, challenges, best practices, and other information that may support uptake of this approach in California and other states. Propose, plan, and carry out additional research and evaluation projects, in collaboration with Harm Reduction Unit (HRU) staff, that advance knowledge about drug use patterns in California and assess the impact of CDPH-supported harm reduction activities on HIV transmission, health disparities, and other public health interests.
- 10% Develop and maintain knowledge and expertise in evaluation methodologies as well as programmatic areas of ADAP, PrEP, EtE and harm reduction activities; provide expert consultation related to programmatic evaluation findings for purposes of program planning and implementation; present findings to program staff, mid- and upper-management, funders, and professional colleagues; produce publishable reports.
- 10% In collaboration with AEM staff, AFF staff, ADAP staff, HRU staff, EtE staff and PEM staff, contribute to progress reports, grant applications, and technical review responses by extracting relevant data, conducting analyses, and describing evaluation activities and findings. Submit program evaluation data to funders as required.
- 5% Completes annual data security and confidentiality trainings for both CDPH and Office of Aids (OA); follows and promotes data confidentiality requirements and policies.

Marginal Functions (including percentage of time)

- 5% Perform other related duties within the scope of the classification, as required.

<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
<p>HRD Use Only: Approved By: J.A.</p>		<p>Date OCT 24</p>	