

**DUTY STATEMENT**

Employee Name:	Position Number: <b>580-530-5582-008</b>
Classification: Research Scientist II (Epidemiology/Biostatistics)	Tenure/Time Base: Permanent / Full-Time
Working Title: Newborn Screening Surveillance Specialist	Work Location: 850 Marina Bay Parkway, MS 8200 Richmond, CA 94804
Collective Bargaining Unit: R10	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Family Health / Genetic Disease Screening Program Division	Branch/Section/Unit: Program and Policy Branch / Program Development and Evaluation Section / Newborn Outcomes and Evaluation 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.

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**Competencies**


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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](#).

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**Job Summary**


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This position supports the California Department of Public Health's (CDPH) mission and strategic plan by improving the health and wellbeing of children born with inheritable diseases and reducing the burden of patients and families through early detection.

The incumbent works under the general supervision of the Research Scientist Supervisor I (Epidemiology/Biostatistics), Chief of the Newborn Outcomes and Evaluation Unit. The Research Scientist (RS) II (Epidemiology/Biostatistics) manages and oversees newborn screening data

collection for genetic diseases, with focus on but not limited to severe combined immunodeficiency disorder, X-linked adrenoleukodystrophy, endocrine disorders, and NBS disorders that are detectable through MS/MS testing. Disease assignment and focus is based on emerging priorities in the Unit and can change. The incumbent plans, organizes and carries out research and data linkage projects to evaluate and improve the screening and follow-up performances for various type of disorders. The RS II will generate newborn screening epidemiological results and provide periodical reports to statewide newborn screening stakeholders.

### Special Requirements

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

### Essential Functions (including percentage of time)

- 35% Plan, design, organize, and carry out scientific evaluation research of moderately developed scope and complexity in newborn screening (NBS) of genetic diseases, with the focus on the surveillance of severe combined immunodeficiency disorder, X-linked adrenoleukodystrophy, endocrine disorders, and NBS disorders that are detectable through MS/MS testing. Lead or assist surveillance activities in other disorders as needed. Participate in designing and organizing epidemiological research to enhance screening performance. Monitor, collect and analyze both population-based screening data and clinical confirmatory testing results data, and study confirmed cases in the registry to evaluate current screening outcomes.
- 25% Plan, organize and carry out evaluation research of moderate complexity in newborn screening follow-up (both short-term and long-term) services. Work closely with NBS program staff to design and modify collection instrument and protocol for outcome and long-term follow-up data. Participate in analysis and management of short-term and long-term follow-up information to identify areas of improvement. Link birth, death, and Medi-Cal data to improve case reporting and long-term follow-up services for all NBS disorders.
- 20% Lead the plan, design, and data analysis of periodical NBS data reporting. Work with NBS program staff to identify reporting needs. Lead the NBS data visualization efforts, setting up workflow, managing and organizing data visualization projects.
- 10% Coordinate internal and external data request projects and take the lead on responding to requests as needed.

### Marginal Functions (including percentage of time)

- 5% Provide technical assistance on epidemiological aspects of the NBS. Participate in workgroups on special projects within the program. Perform other work-related duties as assigned.

5% Miscellaneous projects, activities, and tasks that move the GDSP closer to the Department’s priorities related to diversity, inclusion, and belonging; healing; continuous and shared learning; and racial and health equity.

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: EJ  
 Date: 10/10/24