

**DUTY STATEMENT**

Employee Name:	Position Number: 580-230-5594-xxx
Classification: Research Scientist III (Epidemiology/Biostatistics)	Tenure/Time Base: Permanent/Full time
Working Title: Senior Research Scientist	Work Location: 1615 Capitol Ave Sacramento, CA 95814
Collective Bargaining Unit: R10	Position Eligible for Telework (Yes/No): Yes - Hybrid
Center/Office/Division: Center for Preparedness and Response	Branch/Section/Unit: Program and Response Branch 24/7 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.

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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 monitoring, analyzing, and reporting on public health hazard data and providing emergency response communication in support of the health and wellbeing of California's diverse people and communities.

The incumbent works under the general direction of the Program Manager II of the 24/7 Intelligence Section, Program and Response Branch, Center for Preparedness and Response (CPR). As part of an interdisciplinary team, the Research Scientist III (RS III) works on study design, data architecture

and collection, statistical analyses, and visualization displays to identify potential and emerging public health threats as well as provide critical situational awareness during an emergency or disaster. The RS III will serve as the lead for research and analysis on disaster health data during all phases of emergency management. The RS III within the 24/7 Intelligence Section will establish the focal point for health data for CPR with an emphasis on both real-time data as well as scheduled data pulls to forecast current and future public health threats.

### Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: In state travel, including overnight travel, may account for up to 10% of duties
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

### Essential Functions (including percentage of time)

- 35% Establish and maintain data management architecture for real-time data and predictive analysis. Plans, organizes, and carries out epidemiologic research and surveillance of moderate scientific scope and complexity. Manages and analyzes incoming data from the 24/7 Intelligence Section systems including emergency room and hospital data, vital statistics, reporting information from local health jurisdictions and other health care providers, syndromic surveillance systems, poison control centers, and other applicable health entities and data streams. Performs complex analyses using statistical software such as R, R Shiny, Python, C++, as well as data visualization software such as PowerBI and ArcGIS. Cleans and summarizes data for standardization, normalization, and comparison of sub-populations. Leads the development, testing, and implementation of data collection, monitoring, and analyses systems, identifies data gaps, and makes recommendations for systems improvements. Provides evidence-based information and recommendations to be included in sensitive technical and programmatic public health communications and intelligence products to disseminate critical health information and guidance.
- 30% Leads teams through complex, fact-based statistical analysis, modeling, surveillance data review, and communication and monitoring of data. Develops and provides trainings for staff on data monitoring systems, collection, and use. Creates statistical and summary information for intelligence reports on real-time situational awareness on emerging public health threats, emergencies, and trends. Designs processes and procedures for data collection, review, analysis, and presentation in partnership with other Centers, Offices, and Divisions. Works in cooperation with the Center for Health Statistics and Informatics, the Office of Health Equity, the Information Technology Services Division, the Department of Health Care Access and Information, the California Health and Human Services Agency, the Centers for Disease Control and Prevention, and other partners in the development of data collection and reporting systems. Presents research findings to internal and external stakeholders.
- 20% Maintains expertise in epidemiological methods through review of scientific literature. Prepares presentations for and attends professional meetings and conferences. Represents CPR in

emergency preparedness and response related health surveillance meetings and discussions. Participates in workshops, drills, and training exercises on public health emergency response. Travel is required to attend meetings, participate in workgroups, exercises, and trainings.

- 10% Maintains a working knowledge of the Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS), the CDPH Emergency Operations Response Plan (EORP) and the California Public Health and Medical Emergency Operations Manual (EOM). Maintains a working knowledge of Incident Command Systems (ICS) and the Medical and Health Coordination Center (MHCC) principles and structure, including all sections within the MHCC.

**Marginal Functions (including percentage of time)**

- 5% Performs other job-related duties as required. In the event of an emergency activation, the incumbent may be required, on short notice, to work irregular and overtime hours during disaster operations.

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: T. Moya  
 Date: 3/25/25