

DUTY STATEMENT

Employee Name:	Position Number: 580-407-5582-005
Classification: Research Scientist II (Epidemiology/Biostatistics)	Tenure/Time Base: Permanent/Full-Time
Working Title: Research Scientist	Work Location: 1616 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: R10	Position Eligible for Telework (Yes/No): Yes
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.

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 operating as part of a multidisciplinary team to develop and implement evaluation and monitoring plans for the AIDS Drug Assistance Program (ADAP). As part of the Office of AIDS (OA) ADAP Evaluation and Monitoring (AEM) Section, this position using established guidelines and scientific procedures collaborates with other monitoring and evaluation specialists, fiscal analysts, policy analysts, epidemiologists, informaticists, and program operations team members to monitor, evaluate, and improve the effectiveness of ADAP programs.

The incumbent works under the general supervision of the Research Scientist Supervisor I (RSS I) in the ADAP Evaluation, and Monitoring (AEM) Section.

Special Requirements

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

Essential Functions (including percentage of time)

- 25% Use advanced statistical and data mining techniques to combine eligibility, enrollment, clinical, demographic, medication claim adjudication and medication benefits service utilization and cost information from multiple sources to identify relationships between client characteristics, health, and service utilization patterns. Develop and maintain metadata content description and data lineage information for existing and newly created fields, queries, and internal and external analytical reports to ensure timely access to medication assistance eligibility, drug dispense, insurance coverage, and utilization data. Assist in ADAP Enrollment System (AES) development in collaboration with the product owner. Develop quarterly performance measures for data integration, annual reports and stakeholder data use and apply statistical and analytic tools to monitor performance and implement continuous quality improvement processes.
- 25% Investigate data integrity issues of moderate scope and complexity and provide data management expertise to development, scientific, and program teams to ensure data are suitable for fiscal forecasting, program evaluation, clinical quality improvement and maintain expertise in healthcare access, HIV epidemiology, state and national HIV prevention strategies, local and national data and trends, and developments in HIV prevention technology to provide consultation to internal and external stakeholders. Maintain expertise in statistical software programs like R and Statistical Analysis Software (SAS), Structured Query Language (SQL), and business intelligence reporting solutions (e.g., Tableau) necessary to perform data extraction, pre-processing, analyses and reporting tasks.
- 20% Design and modify data collection instruments and maintain data documentation to ensure data quality is suitable for grant reporting, monitoring, and research purposes. Evaluate the validity and reliability of ADAP data and the impact of proposed program changes on data quality. Participate in collaborative, multi-disciplinary planning and technical contract meetings included but not limited to with Enrollment Benefits Management and Pharmacy Benefits Management project management teams to ensure data collection and integration supports program development, strategic planning, research and evaluation efforts.
- 15% Under general supervision develops and implements clinical quality management (CQM) program monitoring and evaluation processes for the federally funded Ryan White HIV/AIDS Program Parts B collaborates with ADAP and Care Evaluation and Informatics (ACEI) Branch

staff, ADAP Branch staff, local, state, and federal partners, health care providers, and other stakeholders to evaluate program effectiveness and efficiency for CQM activities; employs moderately complex program evaluation and analytic methods to implement CQM activities; proposes scientific program improvements and provides technical assistance to internal and external partners on implementing CQM projects and program improvements; develops CQM reports of moderate complexity and presentations for dissemination to internal and external stakeholders; and participates, as directed by the RSS I, on the CQM Steering Committee.

- 10% Assist other AEM and ADAP Fiscal Forecasting (AFF) staff in data cleaning, data re-coding, and data uploading, as needed, to prepare data for submission to funders or to share data with other projects. Conduct analyses, prepares summaries of evaluation strategies, and generate reports to support Ryan White grant applications for renewal of funding, and to inform funders and policy makers of progress towards program goals and objectives.

Marginal Functions (including percentage of time)

- 5% Performs other work-related duties as required.

☐ 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: E. Lawler

Date: 4/7/2025