

DUTY STATEMENT

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| Employee Name: | Position Number: 580-530-5643-005 |
| Classification: Research Scientist Supervisor I (Epidemiology / Biostatistics) | Tenure/Time Base: Permanent / Full-time |
| Working Title: Prenatal Outcomes and Evaluation Unit Chief | Work Location: 850 Marina Bay Parkway Richmond, CA 94804 |
| Collective Bargaining Unit: S10 | 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 / Prenatal 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.

Competencies

The competencies required for this position are found in the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resources' Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by serving as the Chief of the Prenatal Outcomes and Evaluation Unit. The Research Scientist Supervisor I (RSS I) will be responsible for the supervision of Research Scientists and Research Analysts who are engaged in the evaluation of the prenatal screening program, including screening technologies and algorithms, the monitoring of risk assessment models, and the management of other analytic and clinical tools used by the prenatal screening program, such as coordinating the nuchal translucency (NT) practitioner data, and the maintenance of existing data systems including the

prenatal outcomes of pregnancy data system and the prenatal chromosome abnormalities and neural tube defects registries. The RSS I will independently supervise, conceive, plan and direct prenatal screening program evaluation investigations and research studies related to understanding the impact and efficacy of the current prenatal screening program on early diagnosis of selected genetic disorders and structural abnormalities. Using data derived from these systems and other data sources available within and outside the program, the Unit Chief will address programmatic issues and questions related to prenatal screening program performance and broader impacts of program policies on pregnancy outcomes in California. The RSS I will supervise and be actively engaged in development and evaluation of new prenatal screening technologies to improve the effectiveness and efficacy of the prenatal screening program. The RSS I acts as the State's highly specialized consultant in program evaluation, development, planning and research for the prenatal screening program.

The incumbent works under the general direction of the Research Scientist Supervisor II (Epidemiology/Biostatistics), Chief of the Program Development and Evaluation 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)

- 35% Supervises research scientists and research analysts who are engaged in the evaluation of the prenatal screening program, the monitoring of risk assessment models, and the management of other analytic and clinical tools used by the prenatal screening program, such as coordinating the nuchal translucency (NT) practitioner data, the development and maintenance of the prenatal Outcome of Pregnancy data system and the prenatal chromosome abnormalities and neural tube defects registries. Develops staff work plans, provides staff guidance, prioritizes assignments and deadlines, and performs various personnel management functions such as recruiting, hiring and training staff, and completing annual performance evaluations. Represent the Unit at various administrative and programmatic meetings, including meetings with Prenatal Diagnosis Centers, testing laboratories, and other stakeholders.
- 30% Evaluates the effectiveness and impact of the current prenatal screening program for various demographic groups throughout the state with a focus on service utilization, trends, and pregnancy outcomes using the variety of data sources collected by the program including outcome of pregnancy and registry data. Investigates new prenatal screening technologies and supports the implementation of major programmatic changes, such as switching the screening method to cfDNA. Using various types of data, identifies gaps in program utilization and outcomes after new technologies have been implemented and assists in making fiscal projections. Makes recommendations to improve the efficacy, adequacy, quality, and utility of current data systems and implements new strategies and systems to improve surveillance approaches, including coordinating with other data systems such as the California Birth Defects

Monitoring Program, the California Department of Health Care Access and Information, and Vital Statistics data systems. Develops systems to streamline data collection processes, including use of data portals and other electronic health information exchanges to improve the accuracy and ease of reporting systems. Collaborates with others on cross-cutting Division, Center, and Agency priorities, including the California Health and Human Services Open Data Portal project and other efforts as they are developed.

- 20% Develops and implements research studies and special investigations that address critical issues related to prenatal screening options and outcomes. Serves as Principal Investigator (PI) on special investigations and leads efforts as the project PI, including securing outside grant funds when appropriate and available and managing project staff and budgets for projects supported by outside funds and/or contracts. As PI, the incumbent develops manuscripts for publications and maintain institutional review board (IRB) approvals.
- 10% Serves as a technical expert and specialized consultant on issues related to both existing and new genetic testing technologies in prenatal screening. Develops appropriate policy recommendations based on current program and research findings.

Marginal Functions (including percentage of time)

5% Performs other work-related duties as 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.)

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| Supervisor's Name: | Date | Employee's Name: | Date |
| Supervisor's Signature | Date | Employee's Signature | Date |

HRD Use Only:

Approved By: Brittany Hanson

Date: 9/17/24