

**DUTY STATEMENT**

Employee Name:	Position Number: <b>580-407-5582-909</b>
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 Fiscal Forecasting 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 performing data quality control activities and data analysis of a moderate scientific scope and complexity that includes technical consultation, on-going monitoring, and problem solving for data collection, analysis, and reporting activities using standard principles, procedures, and techniques. The ADAP Branch administers both the ADAP for people living with HIV and AIDS in California and the PrEP-AP for HIV negative individuals living in California, for the prevention of HIV. The ADAP & CARE Evaluation & Monitoring (ACEI) Branch oversees data collection, reporting, quality improvement, program monitoring and scientific evaluation for the ADAP and HIV Care Programs.

The Research Scientist (RS) II (Epidemiology/Biostatistics) works around tight turnarounds, in a fast-paced, environment managing and analyzing ADAP and PrEP-AP data. The RS II works closely with the ACEI Branch ADAP Fiscal Forecasting (AFF) staff, contractors working with the ADAP Enrollment System (AES) data system, ADAP's pharmacy benefits manager and ADAP's insurance and medical benefits manager. The RS II will also work with the Health Resources and Services Administration (HRSA), and staff from OA's other branches.

The incumbent works under general supervision of the Research Scientist Supervisor (RSS) I (Epidemiology/Biostatistics), ADAP Fiscal Forecasting (AFF) Section Chief.

### **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% Collaborates with AFF senior research scientists to design, conduct, analyze, and draw conclusions from biostatistical investigations, applying statistical techniques and biologic theory for the purpose of describing and understanding the distribution and determinants of disease in the ADAP and PrEP-AP populations and the role of ADAP and PrEP-AP in effectively addressing disease in the populations. Utilizes statistical tools such as SAS, SQL, R, along with other epidemiologic tools (e.g. Tableau), to understand, develop and implement analysis methods to examine the impact of pharmaceutical rebates on the health of persons with or at risk of HIV/AIDS. Serves as team lead on projects related to ADAP and PrEP-AP. Makes recommendations on best practices related to rebate fund impacts, based upon statistical analysis of complex AES data. Prepares and updates Standard Operating Practices (SOPs) documenting rebate related data analysis and management procedures. Translates epidemiological and business inquiries into analytical questions with measurable metrics and indicators that can be tracked using existing data and business intelligence solutions. Employs appropriate research design, methods, and statistical software to respond to requests for drug rebate funds analyses, forecasts, and grant report related data requests.
- 30% Analyzes rebate data using multiple complex data sources including pharmacy benefits manager data (PBM), AES data, ADAP insurance/medical benefits manager (IBM/MBM) data, and ADAP Program Branch's invoicing and payments data. Conducts complex data management and analysis including data merges and matches from multiple sources, documenting processes for data collection, linkage, storage and preparing data mapping and data dictionaries as needed. Conducts quality assurance and quality improvement analyses to improve outcomes related to drug rebates in the ADAP and PrEP-AP populations. Uses appropriate statistical software to produce monthly, quarterly, and annual summaries that describe demographic, fiscal, and outcome measures based upon ADAP and PrEP-AP data. Uses epidemiologic methods, including moderately complex fiscal forecasting models, to derive point estimates with intervals

for rebate related fiscal impacts used in the assumptions package, November ADAP budget estimate, and May ADAP budget revisions.

- 20% Analyzes complex AES data to provide data on cost and effectiveness in response to requests from CDPH leadership, federal funders, OA ADAP and PrEP-AP program staff, local health jurisdictions and other stakeholders. Assists with the development of data guidelines and protocols for use by AES, PBM, and IBM/MBM contractors. Reviews demographic and fiscal data submitted by contractors for consistency, completeness, and accuracy and prepares/updates SOPs documenting quality control processes. Based upon data analysis results, formulates recommendations and communicates findings both verbally and in writing to senior research staff and ADAP program staff. Collaborates with program, technical, scientific, and contract staff to resolve identified discrepancies and identify process improvements. Serves as a technical scientific expert in rebate related ADAP and PrEP-AP data, presenting epidemiologic findings and recommendations to CDPH management and contracted benefits managers under the supervision of the AFF Section Chief or ACEI Branch Chief.
- 10% Establishes and maintains a detailed understanding of the content and architecture of the ADAP Enrollment System data. Collaborates with OA staff and ADAP contractors on the implementation of system or data model changes; monitor data to identify anomalies or data quality issues; and participate in user acceptance testing as a technical scientific expert. Consults with ADAP Branch staff to plan, develop, and write portions of grant proposals and reports; provide epidemiologic data for fiscal projections and budget drills; and respond to other data requests as needed. Participate in Section and other internal meetings on rebate and ADAP data collection systems and data tables, as well as attend Branch, Division and Center meetings. Completes annual data security and confidentiality trainings for both CDPH and OA adhering to and promoting data confidentiality requirements and policies.

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

- 5% Performs other job-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.)

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

### **HRD Use Only:**

Approved By: E. Lawler

Date: 4/21/2025