

## DUTY STATEMENT

Class Title <b>Research Scientist I (Epidemiology/Biostatistics)</b>	Position Number <b>581-330-5577-909</b>
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Unit	
Section <b>Data and Information Section (DIS)</b>	
Branch <b>Chronic Disease Control Branch (CDCB)</b>	
Division <b>Chronic Disease and Injury Control Division (CDIC)</b>	

This position requires the incumbent maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) 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 regarding attendance, leave, and conduct.

**Job Summary:** The Research Scientist I (RS I) is the evaluation lead for the CDCB, with a focus on cardiovascular disease and diabetes prevention. The incumbent will be a part of and work collaboratively with a multi-disciplinary team including health program specialists and epidemiology staff. The RS I coordinates the development and implementation of all evaluation activities in the Branch; provides technical assistance to programs and partners; may engage and oversee an outside consultant to assist with establishing measures and conducting baseline assessments for programs; chairs the Evaluation Workgroup; and brings staff together to work on evaluation of chronic disease prevention and health promotion projects.

**Supervision Received:** Under the direction of the Public Health Medical Officer III (Supervisor), Data and Information Section (DIS).

**Supervision Exercised:** None.

**Description of Duties:** See below.

<b>Percent of Time</b>	<b>Essential Functions</b>
40%	Leads planning and implementation of evaluation projects involving chronic disease prevention and control; directs quantitative and qualitative evaluation activities and resources to measure program impact and outcomes; leads the Evaluation Workgroup; monitors, analyzes, and develops reports of progress towards goals, priorities, objectives, and activities of the CDCB including the California Wellness Plan and the Prevention First program; tracks performance measures using a variety of data sources, including the Behavioral Risk Factor Surveillance System (BRFSS), California Health Interview Survey (CHIS); identifies and utilizes additional internal and external data sources for evaluation and performance tracking; engages and oversees outside consultant(s) to assist with establishing measures and conducting baseline assessments for evaluation plan; develops recommendations for evaluation direction as well as analysis tools and resource materials; assists with the development of specific, measurable, achievable, relevant, and timely (SMART) objectives; utilizes the Centers for Disease Control and Prevention's (CDC) Six-Step Evaluation Framework to develop evaluation plans; reviews and analyzes evaluation and program performance measures data; evaluates collaborative processes and efforts at baseline and as chronic disease coordination efforts advance; facilitates communication and interaction

between internal and external partners; evaluates capacity-building efforts. Prepares program evaluation and progress reports in compliance with grant and contract requirements.

**Percent of Time**

**Essential Functions**

30%

Coordinates efforts to increase evaluation capacity through external partnerships, including other state agencies, local health departments/partners, non-governmental partners, academia, and communities; identifies a broad group of partners and strives for maximum buy-in; encourages coordination and collaboration; leverages partnerships for implementation of evaluation projects.

20%

Develops resources for evaluation training and technical assistance; cultivates competency across California's public health, medical, and local communities to implement desired evaluation activities.

5%

Maintains professional competence by continual review of evaluation and chronic disease prevention literature. Serves on workgroups, taskforces, state and national organizations that address chronic disease evaluation. Attends CDC conferences and other chronic disease prevention conferences and trainings. Assists in the development of grant applications for the purpose of securing funding for CDPH.

**Percent of Time**

**Marginal Functions**

5%

Performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date