



IT IS ESTIMATED MORE THAN ONE MILLION PEOPLE ARE LIVING WITH HIV IN THE UNITED STATES TODAY.

COME JOIN THE OFFICE OF AIDS GROUP AS WE WORK COLLABORATIVELY TO REDUCE THE SPREAD OF HIV/AIDS IN CALIFORNIA.

~ IT'S MORE THAN A JOB... IT'S A PASSION. ~

Research Scientist II (Epidemiology/Biostatistics)

\$5,309-\$6,596 Monthly

1 Position available, Perm/Full Time

EMPLOYMENT OPPORTUNITY

The Surveillance Section maintains a confidential, central registry of demographic and clinical information on all reported California HIV infections and AIDS cases. Primary activities include monitoring the number of HIV diagnoses each year, monitoring behaviors related to HIV testing, risk for infection and access to care, monitoring changes in transmission, and providing data to guide local resources.

For more information on our upcoming vacancies and information about how to take advantage of these opportunities, please view the duty statement that follows this notice. If you still have additional questions, please contact Christine Gomez at Christine.gomez@cdph.ca.gov or 916/449-5928.

Who May Apply:

Applications will be screened and the most qualified will be interviewed.

All applicants must clearly indicate the basis of their eligibility, If you are reachable on an exam please attach your eligibility letter or if you are a state employee with transfer eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, list eligibility or Training and Development Assignment) indicate on your state application.

If you are interested in being part of our team, please submit a copy of your application to Christine Gomez at the address below. Thank you.

CONTACT INFORMATION:

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH, OFFICE OF AIDS
ADMINISTRATION SECTION
PO BOX 997426 MS 7700 • SACRAMENTO, CA 95899-7426

DUTY STATEMENT

Class Title Research Scientist II (Epi/Bio)	Position Number 581-404- 5582-003
COI Classification <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Unit n/a	
Section Research	
Branch HIV/AIDS Surveillance, Research, and Evaluation (SRE)	
Division Office of AIDS	

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: Under general supervision of the Research Scientist Supervisor I, Office of AIDS (OA), Surveillance Section, Data Management and Analysis Unit Chief, the Research Scientist II (RS-II) plans, organizes, and carries out data quality/completeness assurance protocols; drafts contractual reports required by granting agencies; creates and reviews standardized surveillance reports for quality and accuracy; develops and implements database matching protocols; and reviews work completed by other OA staff in response to analytic requests made internal and external stakeholders using California’s statewide HIV/AIDS surveillance system to ensure quality and accuracy.

Supervision Received: General supervision from the Research Scientist Supervisor I, Chief of the OA Data Management and Analysis Unit.

Supervision Exercised: N/A.

Description of Duties: As part of a team of data analysts in the Data Management and Analysis Unit, the RS-II is responsible for developing and implementing data quality assurance protocols to ensure completeness and integrity of the HIV/AIDS surveillance system; general data management to ensure timely availability of HIV/AIDS surveillance data for analysts and other research scientists; routine statistical reporting of HIV/AIDS data from the HIV/AIDS database using SAS, the Enhanced HIV/AIDS Surveillance System (eHARS), and other appropriate software products. Based on information obtained through quality assurance protocols, the RS-II identifies operational issues and training needs to be addressed in the 61 local health jurisdictions and the Office of AIDS Surveillance Section to assure data quality. The RS-II reviews documentation of HIV/AIDS Surveillance Section protocols for data collection, storage, and dissemination; designs and implements appropriate methodology for conducting linkage studies between the HIV/AIDS surveillance database and vital statistics data sources; develops appropriate methodology to respond to ad hoc requests for HIV/AIDS research data from researchers, legislators, Office of AIDS program staff, and others; and creates and reviews standardized reports and dissemination products for quality and accuracy.

Percent of Time Essential Functions

- 30% Plan, develop, and implement routine reports based on California’s statewide HIV/AIDS surveillance system using the eHARS, SAS, SQL, and other data management, analysis, and reporting tools. Identify appropriate tools and methodologies for routine reporting by consulting CDC, CSTE, other HIV/AIDS surveillance jurisdictions, and historic Office of AIDS practices; design and implements routine statistical reports on California’s HIV/AIDS surveillance data including those mandated by federal

funding requirements; draft narrative portion of reports described above. Provide constructive feedback to colleagues on improving and modifying analytic methods and products.

- 25% Plan, organize, and carry out data quality assurance/improvement activities, including data timeliness and completeness issues, and data management for California’s statewide HIV/AIDS surveillance system using the Enhanced HIV/AIDS Surveillance System (eHARS), SAS, SQL, and other data management and analysis tools. Assess and apply protocols and tools developed by the CDC, the Counsel of State and Territorial Epidemiologists (CSTE) and other HIV/AIDS surveillance jurisdictions, design and implement protocols to monitor the quality of California’s HIV/AIDS surveillance data, identify operational issues and training needs to be addressed in the 61 local health jurisdictions and the Office of AIDS Surveillance Section to improve data quality and completeness, work with other Surveillance Section staff to implement appropriate protocols, and draft written and oral reports based on findings of data quality/completeness protocols.
- 25% Plan, organize, and carry out analysis of HIV/AIDS surveillance system data to respond to analytic requests from legislators, Office of AIDS program staff, and other government and non-government stakeholders; draft narrative portions of these reports; review analyses (including SAS code), outputs, and reports performed and prepared by other analysts and scientists working on the above noted data requests, to ensure that data and reports and methodologically and scientifically sound.
- 15% Design and implement appropriate methodology for conducting linkage studies using the HIV/AIDS database and publicly available vital statistics files and other disease registry databases. Using SAS, LinkPlus, and other appropriate software apply matching protocols to identify cases in the HIV/AIDS surveillance database that may be deceased; in collaboration with researchers specializing in other disease surveillance systems, conduct linkage protocols to identify cases from the HIV/AIDS surveillance data that are co-infected with TB, STD, and other diseases. Participate in writing reports, abstracts, and manuscripts based on linkage protocols.

Percent of Time Marginal Functions

- 5% Other duties as required.

Employee’s signature	Date
Supervisor’s signature	Date