



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 Supervisor II (Epi/Bio)**  
**\$7,572-\$9,431**  
**1 position available Perm/Full**

## EMPLOYMENT OPPORTUNITY

The [Surveillance, Research & Evaluation Branch](#) conducts a variety of epidemiologic studies, evaluates the efficiency and effectiveness of publicly funded HIV/AIDS prevention and care programs, and maintains California's HIV/AIDS Case Registry.

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](mailto: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.

Employees applying for this position who wish to be considered on a transfer basis must meet the minimum qualifications for the classification per CCR Rule 250. You may be required to provide copies of your college transcripts or a copy of your college diploma if applicable . Please state position # 581-404-5651-XXX on your 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 <b>Research Scientist Supervisor II (Epidemiology / Biostatistics)</b>	Position Number <b>581-404-5651-XXX</b>
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Unit	
Section <b>Surveillance Section</b>	
Branch <b>HIV/AIDS Surveillance, Research, and Evaluation</b>	
Division <b>Office of AIDS</b>	

This position requires the incumbent maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and 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 broad administrative direction of the Surveillance Research, and Evaluation (SRE) Branch Chief the Research Scientist Supervisor (RSS) II is the Chief of the Surveillance Section in the California Department of Public Health (CDPH), Center for Infectious Diseases, Office of AIDS (OA). In this capacity the RSS II will have responsibility for all aspects of HIV case and incidence surveillance in California. The RSS II will work collaboratively with other sections within the SRE branch to ensure that California's HIV case and incidence data are optimally used to improve the lives of persons living with and at risk of HIV/AIDS in California. The other SRE sections focus on: 1) Medical Monitoring Project and National HIV Behavioral Surveillance data; 2) HIV Prevention, HIV Care, and AIDS Drug Assistance Program (ADAP) program evaluation data; 3) Support for OA's HIV Prevention, Care, and ADAP Branches; and 4) work with national and local stakeholders.

**Supervision Received:** Broad administrative direction from OA's SRE Branch Chief, a Centers for Disease Control and Prevention (CDC) federal assignee.

**Supervision Exercised:** Provides daily supervision of up to eight civil service and/or contract staff consisting of Research Scientists and non-scientific professional staff.

**Description of Duties:** The RSS II directs and manages all aspects of HIV case and incidence surveillance in California, including managing the activities of the Surveillance Quality Management Unit (SQMU) and the Data Management and Analysis Unit (DMAU). The SQMU is led by a Staff Services Manager (SSM) I and has seven staff members that are responsible for working with California's 61 local health jurisdictions (LHJs) to obtain HIV case surveillance data and enter into the Enhanced HIV/AIDS Reporting System (eHARS). The SQMU is also responsible for training LHJ surveillance staff on all aspects of HIV surveillance; overseeing data security and confidentiality issues for the Surveillance Section and surveillance activities at LHJs; and implementing electronic data collection of case report forms. The DMAU is led by an RSS I and has seven staff members who focus on case surveillance data quality, data management, importation of data into eHARS, responding to routine case surveillance data requests; release of routine case surveillance data reports; and implementation of electronic laboratory reporting, geocoding, and molecular HIV surveillance. The RSS II will also directly supervise four full time staff, including three senior epidemiologists who focus on analyzing surveillance data to improve prevention, care, and treatment programs in California, write dissemination products based on surveillance data, and complete complex data requests, ensuring that eHARS is used to achieve the public health goals of CDC, CDPH, and OA. The other direct report is the HIV incidence surveillance (HIS) coordinator, who works with both SQMU and DMAU to ensure HIV incidence data are complete, collected in a timely fashion, and are disseminated to stakeholders.

**Percent of Time    Essential Functions**

- 50%    Surveillance operations  
Serves as the lead subject matter expert on all aspects of HIV case and incidence surveillance in California, including surveillance methods and epidemiologic findings. Ensure that HIV surveillance is conducted in California in accordance with state statute, regulation, and state and federal policy and funding requirements, including policies related to security and confidentiality. Oversees the implementation of electronic laboratory reporting of HIV lab results and electronic data collection of case report forms, and integration of these data into eHARS. Advise SRE Branch, OA, and CDPH leadership on findings related to HIV surveillance and epidemiology. Provide guidance to SQMU and DMAU Chiefs as needed to optimize the quality and completeness of California's HIV surveillance data. Collaborate with sexually transmitted disease and tuberculosis control partners to conduct matches between state databases, coordinate implementation of data security and confidentiality processes, and support the public health investigation and clinical management of HIV co-infected persons.
- 15%    Grant and administrative management for HIV surveillance  
Coordinate the writing of surveillance grant applications to CDC, including annual progress reports, interim progress reports, and final progress reports, parts of which will be written by DMAU staff, SQMU staff, and Surveillance Section Chief direct reports. Review surveillance grant applications and progress reports in their entirety to assure that all required components are included. Work with the SRE Branch Chief, SRE Assistant Branch Chief, and SRE fiscal staff to assure that state and federal resources allocated to OA for HIV surveillance are used to optimally maintain and improve HIV surveillance within California. Ensure that CDC reporting and monitoring requirements for the HIV surveillance grants are met. In collaboration with the SRE Branch Chief, SRE Assistant Branch Chief, and Administration Branch staff, develop budget and budget justifications for federal and state surveillance funds. Support other OA grant applications by reviewing relevant sections and ensuring that accurate and timely surveillance data are provided by SQMU to the relevant OA branches. Provide input on development of allocation formulas and support SQMU staff in providing surveillance data for allocation calculations.
- 20%    Personnel management and supervision:  
Directly supervise senior epidemiologists in the analysis, reporting and dissemination of HIV surveillance data, and use of surveillance data to improve HIV prevention, treatment, and care activities. Provide direction, support, and training to staff in the development of research designs and statistical procedures, as well as analyses and scientific writing. Ensure that staff are adequately prepared by providing training opportunities and tutoring in special skills and knowledge. Handle routine personnel activities of the section (i.e., conducting staff recruitment and selection, preparing performance evaluations, and implementing the progressive disciplinary process as needed). Approve requested time off and travel reimbursements for section staff.
- 10%    Develop reports and manuscripts  
Develop and oversee the development of routine reports and other dissemination products, including peer-reviewed manuscripts that support the use of surveillance data to improve HIV prevention and care activities in California and the United States. Conduct and support staff in conducting statistical and epidemiologic methods to analyze surveillance data. Present findings of analyses at conferences, and to internal and external stakeholders.
- 5%    Administrative  
Respond to drills from CDPH executive staff, the Legislative Analyst Office, the Governor's Office, and other State Agencies. Attend biweekly SRE Section Chief Meetings, biweekly OA Management Team Meetings, and quarterly OA all-staff meetings. Take all trainings mandated by CDPH and ensures all section staff are current with all such trainings. Complete annual data security and confidentiality trainings for both CDPH and OA; oversee the implementation of data confidentiality requirements and policies in CDPH, OA, and LHJ surveillance programs. Investigate and report on security incidents and breaches to OA, CDPH and

CDC leadership as required.

**Percent of Time    Marginal Functions**

5%    Other duties as assigned

Employee's signature	Date
Supervisor's signature	Date