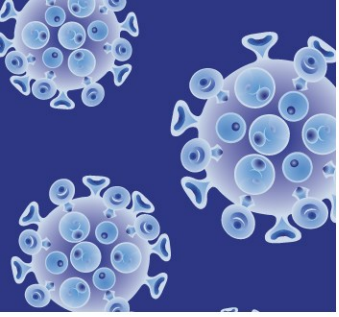


It is estimated more than one million people are living with HIV in the United States today.

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 I

Epidemiology/Biostatistics

$6,409-$7,986

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 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 April Mosher at april.mosher@cdph.ca.gov or 916/323-8729.

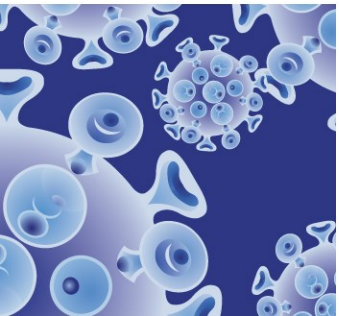
Who May Apply:

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

If you are interested in being part of our team, please If you are interested in being part of our team, please submit a copy of your application to April Mosher 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	Position Number
Research Scientist Supervisor I (Epidemiology/Biostatistics)	581-404-5643-904

COI Classification
☒ Yes ☐ No

Unit

Section
Prevention Research and Evaluation Section

Branch
HIV/AIDS Surveillance, Research and Evaluation

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 the general direction of the Chief, HIV/AIDS Surveillance, Research and Evaluation (SRE) Branch, the Research Scientist Supervisor I (RSS I) is responsible for the operation and supervision of the Prevention Research and Evaluation Section (PRE), which provides support to the HIV Prevention Branch with its data collection, data analysis, federal reporting, program monitoring, evaluation and research needs.

Supervision Received: General direction from the SRE Branch Chief, a Centers for Disease Control and Prevention (CDC) federal assignee.
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Supervision Exercised: Directly supervises two Research Scientist III and two Research Scientist II positions, one Research Scientist I, and one contract position.

Description of Duties: As Chief of the PRE Section, the RSS I directs and oversees the data collection, analysis, monitoring, evaluation, and research needs of the HIV Prevention Branch. Through these activities the RSS I ensures that federal data reporting requirements are met which result in the continuation of over $17 million in HIV prevention services funding from the Centers for Disease Control and Prevention (CDC). The RSS I conceives, plans, and conducts major HIV prevention services program monitoring and evaluation projects, budget allocation, research projects, and quality management activities. The RSS I directs a complex HIV prevention research and evaluation program and supervises the activities of the research and evaluation staff. Reflecting the wide scope and significance of the Office of AIDS's role in developing advanced and effective prevention programs throughout the State, this research and evaluation program has national significance and is critical to the public health. The RSS I consults with state and federal public health personnel, major university, and other research institution personnel to develop new HIV prevention research and evaluation methods. The RSS I advises departmental staff, legislative bodies, governmental entities, commissions and agencies on findings related to the HIV testing, partner services, and health education/risk reduction programs. This information is used in consultation with interested parties to assess the feasibility, impact, and potential of existing and proposed HIV prevention programs. The incumbent acts as a resource to management and staff for complex, advanced research and statistical methods.

Percent of Time	Essential Functions
35%	Independently and in consultation with other Office of AIDS (OA) and CDPH staff, advisory groups, local health departments, university researchers and CDC, plans, designs, organizes, conducts and interprets a major HIV prevention evaluation and research program; evaluates the current scientific literature, reports and guidelines related to HIV prevention to assess program and evaluation needs and direction; consults with other HIV prevention experts to identify issues and methods of assessing HIV prevention interventions; uses scientific and disciplinary expertise to improve the effectiveness of existing HIV testing, partner services and behavioral intervention strategies and conceives, proposes, and plans new, innovative strategies. Identifies and organizes the resources, tools and data needed to implement the evaluation and research program, defines the activities of each member of the research team and supervises their efforts. Establishes and monitors program priorities, goals, and objectives; collaborates with the HIV Prevention Branch to implement and monitor its progress in meeting the goals and objectives outlined in its Comprehensive Program Plan. Assures compliance with state and federal policies and data reporting and security and confidentiality requirements. Designs and oversees data improvement and quality assurance activities. Designs reports and communicates statistics and findings to the HIV Prevention and OA management teams to improve the efficiency and effectiveness of HIV prevention programs, targeting of resources, and documentation of program outcomes. Oversees research staff in the writing of state publications and reports on research projects and data analyses. Works collaboratively with the HIV Prevention Branch to plan, develop and respond to prevention budget drills, internal and external data requests, and publication of program reports. Presents evaluation and research results to and interprets data for appropriate individuals and groups in meetings and conferences. Represents OA, the SRE Branch, and the HIV Prevention Branch in intra-departmental and external forums concerned with HIV prevention-related program evaluation and research issues.
25%	Supervises research staff in the collection, analysis, monitoring, evaluating, reporting and dissemination of HIV prevention program data (HIV targeted testing, HIV screening in medical settings, partner services, and health education/risk reduction programs). This includes providing direction and staff development in research design, statistical procedures and analyses, and reviewing public reports and research articles for peer-reviewed journals. Ensures that staff is adequately prepared by providing training opportunities and tutoring in special skills and knowledge. Handles the routine personnel activities of the Section (i.e., conducting staff recruitment and selection, preparing performance evaluations, and implementing the Progressive Disciplinary Process as needed).
25%	Guides the implementation, enhancement and maintenance of the web-based Local Evaluation Online (LEO) data system, used by OA, county, and local agency staffs to collect, monitor, report and evaluate OA-funded prevention activities. Directs the development and implementation of the training and technical assistance program supporting LEO. Oversees the data collection and reporting of OA-funded HIV testing in medical settings, utilizing custom data bases and CDC's EvaluationWeb system; works collaboratively with the CDPH Sexually Transmitted Diseases Control Branch (STDCB) to collect, monitor, evaluate and report partner services data, including the linking of data from three different data systems. Ensures that both CDC and CDPH data security and confidentiality requirements are met; reports data security incidents and oversees corrective actions. Works cooperatively with external agencies and CDPH Information Technology Services Division staff to develop, implement, test and maintain LEO; stays informed about national technological efforts such as Health Information Exchange and Health Information Technology.
10%	Collaborates with other OA Unit, Section and Branch Chiefs to develop a comprehensive and integrated structure that monitors HIV in California, including the linking of OA data files to

depict the continuum of HIV prevention, surveillance, care and treatment activities. Develops and provides data and indicators to monitor California's progress in meeting the National HIV/AIDS Strategy goals and objectives, as well as the goals and objectives of CDPH and OA.

Completes annual data security and confidentiality trainings for both CDPH and OA; follows and promotes data confidentiality requirements and policies.

Percent of Time	Marginal Functions
5%	Other duties as required

Employee's signature	Date
Supervisor's signature	Date