

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-\$7,753

1 position available Perm/Full



EMPLOYMENT OPPORTUNITY

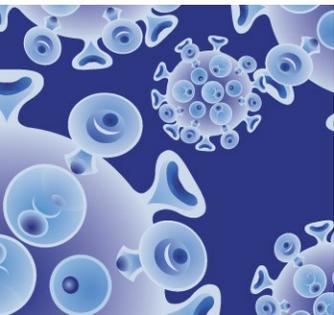
The Surveillance, Research & Evaluation Branch conducts a variety of epidemiologic studies, evaluates the efficiency and effectiveness of publicly funded HIV/AIDS prevention and care programs, and maintains California's HIV/AIDS Case Registry.

For more information on our upcoming vacancies and information about how to take advantage of these opportunities, please view the duty statement and information sheet 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. Please indicate position number 581-404-5643-901 on your application. 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



California Department of Public Health
Office of AIDS
Research Scientist Supervisor I

About the job:

Civil service classification: Research Scientist Supervisor I
Location: Sacramento, California

Salary range:
Research Scientist Supervisor I (Epi/Bio and Social/Behav) \$6,409-\$7,753

This Research Scientist classes are responsible for the direction and conduct of highly specialized public health scientific research necessary to meet the responsibilities of the State to protect and improve the health of its citizens. The purposes of the research conducted are to contribute to the understanding, prevention, and control of illnesses and injuries and to develop public health education and prevention programs that result in reduced morbidity and mortality, and to measure the efficiency of the health care system in reducing morbidity and mortality.

The categories of research the Office of AIDS Research Scientists utilize include epidemiology/biostatistics and social/behavioral sciences. The particular specialized research discipline required depends on the nature of the research required to be conducted in order to protect public health.

How to apply:

These positions are California state civil service positions. In order to be eligible, a candidate must first apply for the Research Scientist Supervisor I civil service exam. Once the candidate has successfully completed the exam process, he/she can be considered for the Research Scientist Supervisor I positions. Each parenthetical will have their own exam you will have to qualify for. Please review the exam bulletin completely before applying. Also please be sure to review the address your exam materials should be sent. They should not be sent to the contact person listed on this vacancy notice. Thank you.

For instructions on how to apply for the Research Scientist exams, please see:

RSS I (Epidemiology/Biostatistics)

<http://www.cdph.ca.gov/services/jobs/Documents/ResearchScientist/Research%20Scientist%20Supervisor%20I%20Epidemiology%20and%20Biostatistics%20-%207H1BI.pdf>

RSS I (Social/Behavioral Sciences)

<http://www.cdph.ca.gov/services/jobs/Documents/ResearchScientist/Research%20Scientist%20Supervisor%20II%20Social%20Behavioral%20Sciences%20-%207H1BT.pdf>

For instructions on how to apply for the Research Scientist Supervisor I positions, once you are eligible on the Research Scientist Supervisor I certification lists, please see:

OA vacancy announcements:

<http://www.cdph.ca.gov/programs/aids/Pages/OAVacancyAnnouncements.aspx>

Cal HR vacancy announcements:

<http://www.jobs.ca.gov/>

Click on the link to be connected to the vacancy listing search page. Enter the classification you have taken the exam for and it will populate the vacancies you are interested in.

For more information about these positions, the Office of AIDS, or the hiring process: Contact Christine Gomez at Christine.Gomez@cdph.ca.gov.

These positions are pending the approval of CDPH Human Resources Branch.

DUTY STATEMENT

Class Title Research Scientist Supervisor I (Epidemiology/Biostatistics)	Position Number 581-404-5643-901
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Unit	
Section Supplemental Surveillance 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) 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: The Research Scientist Supervisor I (RSS I), under the general direction of the Chief, Surveillance Research, and Evaluation (SRE) Branch, Office of AIDS (OA), is the Chief of the Supplemental Surveillance Section. In this capacity the RSS I directs federally-funded surveillance programs monitoring HIV-related risk behaviors in targeted populations and care utilization patterns among HIV-infected persons currently accessing care in California. The RSS I ensures all federal study protocols and state procedures related to protocol review and data security are followed, and directs data collection, management, submission, analyses, and dissemination. The RSS I is responsible for integrating information generated by these programs into comprehensive, multi-disciplinary OA projects, programs, and publications.

Supervision Received: General direction from the Public Health Medical Administrator I, Chief of the HIV/AIDS SRE Branch, OA, Center for Infectious Diseases, California Department of Public Health (CDPH).

Supervision Exercised: Provides daily supervision of up to eight civil service and/or contract staff consisting of Research Scientists, non-scientific professional staff, and specially-trained field staff that will be stationed in different parts of California.

Description of Duties: The RSS I directs supplemental HIV surveillance activities funded by the Centers for Disease Control and Prevention (CDC) for the California project area and is responsible for all aspects of the data generated by these activities. These include the Medical Monitoring Project (MMP), which gathers information from persons currently accessing HIV care, and National HIV/AIDS Behavioral Surveillance (NHBS), which surveys and provides HIV antibody testing to individuals within populations known to be at elevated risk for HIV infection. The RSS I ensures CDC protocols for MMP and NHBS are followed in the California project area and directs required data submissions for both projects. The RSS I co-authors routine data products (such as fact sheets), excerpts of epidemiologic profiles or other OA publications, abstracts for conference presentations, and manuscripts for peer-reviewed journals using MMP and/or NHBS data. The RSS I functions as an expert on HIV clinical and behavioral surveillance, informing both policy and programs relating to HIV care and prevention. The RSS I consults with other OA managers to compare MMP and NHBS findings with those from other OA data sources and to use these data to help inform program and policy decisions. While some administrative functions for MMP and NHBS are similar, MMP requires more staff and coordination within OA; the anticipated time allocation commitment is 75% MMP and 25% NHBS.

Percent of Time Essential Functions

- 40% MMP operations
Plans and directs the operation of MMP for the California project area, which consists of all State counties except San Francisco and Los Angeles. Serves as MMP project coordinator and co-investigator. Communicates as needed with facilities randomly selected to participate in MMP in order to obtain data required for MMP, which includes information on randomly selected clients within each selected facility. Directly supervises all MMP staff, which includes a Research Scientist I/II level data manager/analyst, contracted field staff specially trained to gather data for MMP who are stationed in various parts of the State, and other professional staff who may assist with specific MMP components. Ensures all MMP staff are fully trained in executing the MMP study protocol and comply with CDC and State standards regarding data security and confidentiality. Engages MMP provider advisory board and community advisory board to optimize participation from care facilities and clients therein randomly selected to participate in the study. Supervises management of the project budget, which includes monitoring project-related expenses for both CDPH and contract staff. Leads regular MMP staff meetings and attends regular teleconferences with the CDC project officer. Attends national monthly teleconferences led by CDC on MMP operations and data management. Coordinates annual CDC MMP site visit to OA. Attends national MMP conferences in Atlanta as required by CDC. Coordinates the MMP grant application process, including the submission of interim progress reports to CDC.
- 20% NHBS operations
Serves as NHBS co-investigator and overall director of NHBS activities in the California project area, which consists of the County of San Diego. Directly supervises a Research Scientist II project coordinator and oversees activities of the community based organization (CBO) contracted to perform outreach and field work in San Diego County. Ensures all field staff receive required training and are in full compliance with CDC NHBS protocol and State regulations governing HIV-related counseling and testing. Oversees program budget, including monitoring the CBO contract or contract with San Diego County. Participates in regular teleconference meetings involving the CDC project officer, CBO field staff, and the project coordinator. Coordinates the NHBS grant application process, including the submission of interim progress reports to CDC.
- 20% Data management, analysis, and dissemination for NHBS and MMP
Assumes responsibility for required data submissions and overall data dissemination for MMP and NHBS. Ensures MMP and NHBS data are submitted to the CDC-contracted data center on a regular schedule established by CDC. Provides guidance to the MMP data manager and NHBS project coordinator to facilitate production of Fact Sheets for MMP and NHBS annually. Ensures MMP and NHBS data are integrated into the annual California HIV Epidemiologic Profile. Collaborates with MMP, NHBS, and other OA staff in creating presentations using MMP and NHBS data for HIV consumer and stakeholder groups. Confers with OA senior level management to assure MMP and NHBS data effectively inform policies and programs related to HIV care and prevention. Leads the development of complex statistical analyses of MMP and NHBS data. Co-authors both abstracts submitted to local and national professional conferences for presentation based on analyses of NHBS and MMP data, and manuscripts for submission to peer-reviewed journals.
- 10% Statewide estimates of HIV-infected population in care
Fosters collaboration with the MMP project coordinators of the San Francisco and Los Angeles project areas as well as CDC staff to combine MMP data in order to develop estimates concerning the entire California HIV-infected population currently accessing care. Such estimates include number of HIV-infected persons in care, number on anti-retroviral therapy, number with undetectable viral load, and the demographic distributions of each of these measures. Further analyses may include self-reported risk behaviors among those in care. Incorporate findings into the California HIV Epidemiologic Profile, Ryan White grant applications as needed, and OA documents pertaining to the National HIV/AIDS Strategy, particularly

measures related to a statewide HIV/AIDS treatment cascade that is updated annually. In consultation with OA staff from the HIV Surveillance Section, compares results derived from MMP with similar measures generated from HIV surveillance data.

- 5% **Administrative**
 Responds to drills from CDPH executive staff, Legislative Analyst Office, Governor’s Office, and other State Agencies. Attends biweekly SRE Section Chiefs Meetings, biweekly OA Management Team Meetings, and quarterly OA all-staff meetings. Takes all trainings mandated by CDPH and ensures all section staff are current with all such trainings. Completes performance evaluations and individual development plans for all section staff annually. Approves requested time off and travel reimbursements for section staff.

Percent of Time Marginal Functions

- 5% Other duties as assigned

Employee’s signature	Date
Supervisor’s signature	Date