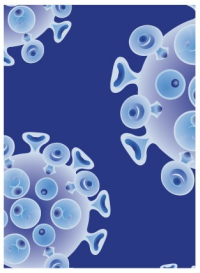

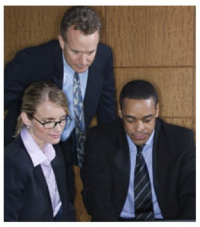

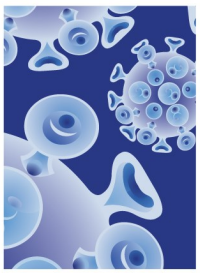

It is estimated more than one million people are living with HIV in the United States today.
Come join the Office of AIDS group as we work collaboratively to reduce the spread of HIV/AIDS in California.
~ It's more than a job... It's a passion. ~

Research Scientist Supervisor I (Soc/Beh)

$6,537 - $8,146 - 1 position available Perm/Full

EMPLOYMENT OPPORTUNITY

As Chief of the CR&E Section, the RSS I directs and oversees the data collection, analysis, fiscal forecasting, monitoring, evaluation, and research needs of OA's HIV Care and ADAP branches. Through these activities the RSS I ensures that federal data reporting requirements are met which result in the continuation of over $150 million in HIV care and treatment services funding from the Health Resources and Services Administration (HRSA). The RSS I conceives, plans and conducts major HIV/AIDS health services program monitoring and evaluation projects, fiscal forecasting, budget allocation, research projects, and quality management activities.

For more information on the duties of this employment opportunity, 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) 449-5829.

Who May Apply: **Outstanding written and verbal communication skills are highly desired.** Applications will be screened and the most qualified will be interviewed. Promotional and transfer candidates must provide eligibility information with application materials. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. Surplus candidates must attach a copy of their letter. All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, list eligibility, or Training and Development Assignment) on the 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.

Final Filing Date: Until filled.

How To Apply: Please submit a State application (STD. 678) with original signature and include job title and position number for which you are applying AND a Statement of Qualifications (SOQ) to the address below. The SOQ is a narrative discussion of how the candidate's education, training, experience, and skills meet the desirable and required qualifications that qualifies them for the position. The SOQ serves as documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length. Resumés DO NOT take the place of the SOQ. Applications will be reviewed and only the most qualified candidates will be interviewed. We cannot accept faxed or e-mailed applications. The STD. 678 may be accessed through the California Department Human Resources (CalHR) Web site: www.calhr.ca.gov.

Contact Information:
California Department of Public Health, Office of AIDS, Administration
P.O. Box 997426 MS 7700 • Sacramento, CA 95899-7426

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

DUTY STATEMENT

Class Title	Position Number
Research Scientist Supervisor I (Social/Behavioral)	580-404-5647-xxx

COI Classification
☒ Yes ☐ No

Unit

Section
Care Research and Evaluation Section

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 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 Care Research and Evaluation (CR&E) Section in providing data collection, data reporting, data analysis, fiscal forecasting, program monitoring and evaluation, and research services to the HIV Care and AIDS Drug Assistance Program (ADAP) branches, as well as the SRE Branch of the Office of AIDS (OA). The RSS I is responsible for developing, overseeing, and enhancing a statewide monitoring, evaluation, and research plan to assess the implementation and outcomes of federal and state HIV care and treatment services accessed by HIV-infected Californians.

Supervision Received: Receives general direction from the SRE Branch Chief.

Supervision Exercised: Provides general direction to one Research Scientist III, three Research Scientist I (Social/Behavioral), one Research Program Specialist I, one Health Program Specialist II, one Staff Services Analyst, one contract position, and one Retired Annuitant (working at the Research Analyst II level).

Description of Duties: As Chief of the CR&E Section, the RSS I directs and oversees the data collection, analysis, fiscal forecasting, monitoring, evaluation, and research needs of OA's HIV Care and ADAP branches. Through these activities the RSS I ensures that federal data reporting requirements are met which result in the continuation of over $150 million in HIV care and treatment services funding from the Health Resources and Services Administration (HRSA). The RSS I conceives, plans and conducts major HIV/AIDS health services program monitoring and evaluation projects, fiscal forecasting, budget allocation, research projects, and quality management activities. The RSS I directs a complex, innovative, and highly coordinated intramural and extramural HIV/AIDS care and treatment research and evaluation program and supervises the activities of the research and evaluation staff. Reflecting the wide scope and significance of OA's role in developing advanced and effective care and treatment 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/AIDS care research and evaluation programs. The RSS I advises departmental staff, legislative bodies, governmental entities, commissions and agencies on findings related to the HIV/AIDS care and treatment programs. This information is used in consultation with interested parties to assess the feasibility, impact, and potential of existing and proposed HIV/AIDS care and treatment programs. The incumbent acts as a resource to management and staff for complex, advanced research and statistical methods.

Percent of Time	Essential Functions
25%	Independently and in consultation with other OA and CDPH staff, advisory groups, local health departments, university researchers and HRSA, plans, designs, organizes, conducts and interprets a major HIV/AIDS care and treatment services evaluation and research program; evaluates the current scientific literature, reports and guidelines related to HIV care and treatment to assess program and evaluation needs and direction; consults with other HIV care and treatment experts to identify issues and methods of assessing HIV care and treatment needs and services; uses scientific and programmatic expertise to improve the effectiveness of existing HIV care and treatment 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 OA's HIV Care and ADAP branches to implement and monitor its progress in meeting their goals and objectives, as well as those in the National HIV/AIDS Strategy. Assures compliance with state and federal policies, and data reporting and security and confidentiality requirements. Designs and oversees data improvement and quality assurance activities; participates as a member of OA's care and treatment quality management committee and assists with the development and oversight of activities to ensure that HRSA-funded services meet the federal Health and Human Services Guidelines for the treatment of HIV/AIDS. Designs reports and communicates statistics and findings to the HIV Care and ADAP management teams to improve the efficiency and effectiveness of HIV 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. Presents evaluation and research results to and interprets data for appropriate individuals and groups in meetings and conferences. Represents OA and the SRE, ADAP and HIV Care branches in intra-departmental and external forums concerned with HIV/AIDS care- and treatment- related program evaluation and research issues.
20%	Supervises research, analytic and technical staff in the collection, analysis, monitoring, evaluating, reporting and dissemination of HIV/AIDS care and treatment program data (ADAP, Insurance Assistance programs, HIV Care Program, Housing Opportunities for Persons with AIDS, Minority AIDS Initiative, and Medi-Cal Waiver Program). 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).
20%	Works collaboratively with the ADAP Branch to develop the bi-annual ADAP Estimate Package for inclusion in the Governor's Budget. Supervises and guides the development of complex statistical methodologies to estimate the impact of policy changes on ADAP's clients, services, and budgetary need. Works collaboratively with the ADAP and HIV Care branches to develop and submit Federal grant applications and complete mandated progress reports. Oversees the linking of care and treatment data with other OA and external data files to ensure OA programs meet HRSA's mandated payer of last resort requirement. Works collaboratively with the ADAP and HIV Care branches to plan, develop and respond to care and treatment budget drills, internal and external data requests, and publication of program reports.
20%	Guides the implementation, enhancement and maintenance of a complex and sensitive care database, the web-based AIDS Regional Information and Evaluation System (ARIES). This database holds protected health information on the demographic, risk behavior, health status, service utilization, and outcome variables for HIV-infected Californians accessing federal- and state-funded HIV care and supportive services. Oversees the ARIES project management activities and allocates and monitors the $1.2 million ARIES budget. Ensures that both CDPH and HRSA 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 ARIES; stays informed about national technological efforts such as Health Information Exchange and Health Information Technology.

10% Collaborates with other OA 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% Performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date