



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

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 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 Research Scientist II (Epi/Bio)	Position Number 581-404-5582-XXX
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Unit	
Section Supplemental Surveillance	
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 direction of the Research Scientist Supervisor I, Chief, Supplemental Surveillance Section, the Research Scientist II (Epidemiology/Biostatistics) (RSII) provides primary epidemiological, statistical, and data management support for the Section, including the California Medical Monitoring Project (MMP). The RSII oversees the acquisition, maintenance, and quality of MMP data; coordinates and ensures timely and complete data submissions to Federal authorities and contractors; performs complex epidemiologic and statistical analyses using appropriate methodologies; and interprets, summarizes, and clearly and concisely communicates findings verbally and in writing to support OA scientific, programmatic and policy decisions. The RSII anticipates, identifies, and coordinates the resolution of technical issues requiring a high level of problem solving ability, specialized knowledge, tact, and flexibility for individual considerations; is proficient in the use of SAS statistical software and Microsoft Excel, and demonstrates strong organizational skills with attention to details. Light travel within California and out-of-state is required, including attending grant mandated meetings.

Supervision Received: Under general supervision from the Research Scientist Supervisor I, Chief of the Supplemental Surveillance Sections, Surveillance, Research and Evaluation Branch (SRE), Office of AIDS (OA), Center for Infectious Diseases (CID), California Department of Public Health (CDPH).

Supervision Exercised: None. May act as a team lead and assist in training new staff.

Description of Duties: Specifically, the incumbent will perform duties as follows:

Percent of Time Essential Functions

35% Oversees the collection, management, quality assurance, quality control, and analyses of all project data (sample frames, sample lists, interview data, medical record abstraction data, minimum data sets); ensures data are submitted to CDC-contracted data centers according to established schedules and deadlines, reviews and responds to post-submission inquiries and reports from data centers, develops supplemental protocols and electronic tracking systems to ensure data submissions and other project benchmarks are met, ensures system documentation and standard operating procedures are up-to-date; is responsible for analyzing information needs, challenges, and opportunities and makes recommendations to improve data management and quality; is responsible for data and information security, including maintaining system

documentation and adhering to local, state, and federal information security and confidentiality guidelines.

- 30% Conducts complex epidemiologic and statistical analyses using appropriate techniques for survey and other complex data; provides expert interpretation of analytic findings; integrates findings into OA-funded programs, writes reports, factsheets, talking points, presentations, Web-postings, and presentations/publications tailored for various audiences (scientific and lay persons) and helps disseminate findings to key partners and constituents; provides routine progress reports to OA management, as needed
- 15% Constructs and ensures the integrity of California-specific supplemental surveillance sampling frames and samples; performs complex probability matches to link sampled individuals with supplemental data sets using SAS, SQL, LinkPlus, and other software; performs and contributes to protocols and standard operating procedures for conducting complex searches and queries using LexisNexis and other internet-based search mechanisms.
- 10% Contributes to and provides ongoing support for grant applications and post-award reports, contract management, and institutional review board applications; completes routine and ad hoc data requests for monthly or annual progress reports.

Percent of Time Marginal Functions

- 5% Participates in recruitment of sampled populations for supplemental surveillance activities (medical clinics, practices, and patients); may participate in patient interviews and medical record abstractions, as needed
- 5% Other duties as assigned

Employee's signature	Date
Supervisor's signature	Date