

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)

\$8,312.00 - \$10,354.00 position available Perm/Full

Please see ECOS ad for Final Filing Date

EMPLOYMENT OPPORTUNITY

The Surveillance, Research and Evaluation Branch (SRE) 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.

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 is responsible for working with all of California's 61 local health jurisdictions (LHJ) to obtain complete, accurate, and timely HIV case surveillance data and enter data into the HIV surveillance database. The SQMU is also responsible for training LHJ surveillance staff on all aspects of HIV surveillance, and monitoring the data quality of electronic laboratory and case data submitted to OA. The DMAU is led by an RSS I and focuses on surveillance data quality, data management, importation of data into the HIV surveillance database, responding to routine data requests, release of routine data reports, and implementation of electronic laboratory reporting, geocoding, and molecular HIV surveillance for all of California.

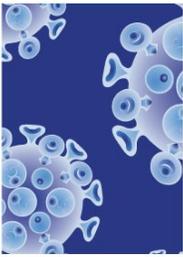
Who May Apply: If a promotional or transfer candidate, please provide eligibility information with application materials. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. Surplus candidates must attach a copy of their letter. All applicants must clearly 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.

How To Apply: Please submit a State application (STD. 678) with original signature and include job title and position number 581-404-5651-002 for which you are applying AND a Statement of Qualifications (SOQ) to the address below.

CONTACT INFORMATION:

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH, HUMAN RESOURCES BRANCH
P.O. Box 997378/MS 1700-1702 • SACRAMENTO, CA 95899-7378
ATTN: CERTIFICATION SERVICES UNIT

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.



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Research Scientist Supervisor II (Epi/Bio)

Continued

EMPLOYMENT OPPORTUNITY

The SOQ describes the education, training, experience, skills, and knowledge that qualify a candidate for the position. The SOQ demonstrates the ability to present clear and concise written information, and should be no longer than two typewritten page. Resumés DO NOT take the place of the SOQ. Applications will be reviewed and only the most qualified candidates will be interviewed.

Desirable qualifications: Three years of experience in the California state service performing scientific research duties comparable to those of a Research Scientist Supervisor I in the stated specialty or a closely related field. and

Education: Possession of a doctoral degree in the stated specialty or a closely related field or a degree of Doctor of Medicine.

This position is a California state civil service position. In order to be eligible, a candidate must first apply for the Research Scientist Supervisor II (Epi/Bio) exam. Once the candidate has successfully completed the exam process, he/she can be considered for the RSS II (Epi/Bio) position. Here is the link on how to take a state exam:

<https://www.cdph.ca.gov/services/jobs/Documents/ResearchScientist/Research%20Scientist%20Supervisor%20II%20Epidemiology%20and%20Biostatistics%20-%207H1BP.pdf>

If the minimum qualifications of the classification have specific educational, license, or other requirements, you must submit a copy of the applicable supporting documentation (degree, transcripts, certificate, license, etc.) with your application in order to be considered for this position.

To view the job posting on the California Department of Human Resources' Exam and Certification Online System. Go to: <https://www.jobs.ca.gov/>.

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 Iwamoto at Christine.Iwamoto@cdph.ca.gov or 916/449-5928.

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DUTY STATEMENT

Class Title Research Scientist Supervisor II (Epidemiology / Biostatistics)	Position Number 581-404-5651-909
COI Classification <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Unit 	
Section 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: 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 surveillance in California. The RSS II will work collaboratively with other sections and branches in OA, local health jurisdictions, and outside partners to ensure that California's HIV surveillance data are optimally used to improve the lives of persons living with and at risk of HIV/AIDS in California.

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

Supervision Exercised: Provides direct supervision to a Research Scientist Supervisor I (RSS I); a Staff Services Manager I (SSM I); and six civil service and/or contract staff consisting of Research Scientists, non-scientific professional staff, and a Staff Services Analyst; and indirect supervision to 15 research scientists, health program specialists and advisors, contractors, and students.

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 is responsible for working with all of California's 61 local health jurisdictions (LHJ) to obtain complete, accurate, and timely HIV case surveillance data and enter data into the HIV surveillance database. The SQMU is also responsible for training LHJ surveillance staff on all aspects of HIV surveillance, and monitoring the data quality of electronic laboratory and case data submitted to OA. The DMAU is led by an RSS I and focuses on surveillance data quality, data management, importation of data into the HIV surveillance database, responding to routine data requests, release of routine data reports, and implementation of electronic laboratory reporting, geocoding, and molecular HIV surveillance for all of California. The RSS II also directly supervises staff focused on conducting complex analyses of surveillance data to improve prevention, care, and treatment programs in California, developing dissemination products based on surveillance data, completing complex data requests, developing new and complex data management processes, ensuring complete reporting from all California clinical laboratories, and overseeing 61 LHJ surveillance contracts. The RSS II is also responsible for overseeing data security and confidentiality issues for the Surveillance Section and surveillance activities at all LHJs in California.

Percent of Time Essential Functions

35% **Surveillance operations**

Serve as the lead subject matter expert on all aspects of HIV surveillance in California, including surveillance methods and epidemiologic analyses. Ensure that HIV surveillance is conducted in California in accordance with state statute and regulation, and state and federal policy and funding requirements, including policies related to security and confidentiality. Investigate and report on security incidents and breaches to OA, CDPH, and CDC leadership. Oversee paper-based and electronic reporting of HIV lab results and case report data, and importation of these data into the HIV surveillance database. Ensure that HIV surveillance data and reports are complete, accurate, and timely. Advise SRE Branch, OA, and CDPH leadership on findings related to HIV surveillance and epidemiology. Provide guidance and oversight to SQMU and DMAU Chiefs to optimize the quality, completeness, and timeliness of California's HIV surveillance data. Oversee development and implementation of process to exchange data between the HIV surveillance database and external data sources, such as the HIV care database (ARIES), the California Reportable Disease Information Exchange (CalREDIE), and Department of Health Care Services databases. Collaborate with sexually transmitted disease and tuberculosis control partners, and other internal and external stakeholders, to conduct matches between databases. Ensure that data security and confidentiality processes are implemented for all uses of HIV surveillance data.

25% **Data analysis and dissemination**

Directly supervise senior epidemiologists and program staff 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 and analytic projects, statistical procedures, and scientific writing. Oversee the Section managers and staff to ensure that data quality improvement activities are conducted appropriately, and review all products and data requests for accuracy and completeness. Support OA grant applications by reviewing relevant sections and ensuring that accurate and timely surveillance data are provided to the relevant OA branches. Provide input on development of allocation formulas and support Section staff in providing surveillance data for allocation calculations. 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. Ensure that accurate, complete, and timely surveillance reports and supplemental reports are released annually. 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.

20% **Personnel management and supervision:**

Directly supervise Surveillance Section senior scientists, program staff, office support staff, and managers to ensure that they complete their required duties effectively and in a timely fashion. Prioritize Surveillance Section workload and activities to ensure that Section responsibilities are met. Ensure that staff are adequately prepared to complete their work by providing training and professional development 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.

15% **Grant, contract, and administrative management for HIV surveillance**

Serve as the Principle Investigator for the Centers for Disease Control and Prevention surveillance grant, and the California Surveillance Coordinator. Coordinate and implement activities to meet the programmatic and reporting requirements of the CDC surveillance grant application, including writing grant applications, annual progress reports, interim progress reports, and final progress reports, parts of which may be written by Surveillance Section staff. Review surveillance grant applications and progress reports in their entirety to assure that all required components are included. 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 Support Branch staff develop budget and budget justifications for federal surveillance funds. Develop annual scopes of work for OA contracts with LHJs for HIV surveillance. Oversee development of annual surveillance allocations. Ensure contracting and allocation process meets state requirements. Collaborate with Surveillance Section staff, and local surveillance staff to ensure LHJs meet requirements of the surveillance contracts. Ensure contract monitoring activities occur in a manner consistent with the scope of work. Support SQMU staff in conducting contract monitoring activities, and developing and implemented corrective action plans, as required.

Percent of Time Marginal Functions

5% Performs other duties as assigned. Attend required meetings. Complete required trainings. Complete annual data security and confidentiality trainings for both CDPH and OA.

Employee's signature	Date
Supervisor's signature	Date