

DUTY STATEMENT

Employee Name:	Position Number: 580-731-7940-909
Classification: Public Health Microbiologist Specialist	Tenure/Time Base: Permanent/Full-Time
Working Title: Public Health Coordinator	Work Location: 850 Marina Bay Parkway, Richmond, CA 94804
Collective Bargaining Unit: R 10	Position Eligible for Telework (Yes/No): No
Center/Office/Division: Center for Laboratory Sciences Division of Infectious Diseases Laboratories	Branch/Section/Unit: Microbial Disease Laboratory Branch Bacterial Diseases Section Reference Bacteriology Unit

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) 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.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by ensuring quality, timely provision of highly complex public health laboratory testing for the diagnosis and epidemiologic investigation of a bacterial pathogens of great public health importance in the State of California.

The Public Health Microbiologist (PHM) Specialist provides technical expertise performing highly complex laboratory testing for a range of bacterial pathogens, reviews reports, updates and implements procedures, and evaluates and validates new diagnostic test procedures as necessary. The individual

will provide consultation to Local, State, and Federal partners. Works independently, with general guidance, to design, plan validate, implement, and utilize advanced equipment, complex methods, and sophisticated software to detect, isolate, and identify microbial pathogens in a variety of clinical specimens. Provides technical consultation to laboratory staff and other local, state, and federal partners.

The PHM Specialist may be delegated Technical Supervision and/or General Supervision over non-waived, high-complexity testing performed in the Section as defined by Clinical Laboratory Improvement Amendments (CLIA). The PHM Specialist is responsible for ensuring compliance with relevant federal, state and local regulatory quality and safety standards governing the breadth of work conducted in the Section.

The incumbent works under the Research Scientist Supervisor I of the Bacterial Diseases Reference Bacteriology Unit.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel:
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification: California PHM Certification Required
- Other: vaccinations may be recommended

Essential Functions (including percentage of time)

- 40% Performs diagnostic and surveillance testing for a variety of microorganisms of public health significance, including but not limited to antimicrobial susceptibility testing and resistance detection, and phenotypic and genotypic testing to identify bacterial isolates, including those related to hospital-associated infections (HAI) and sexually transmitted diseases (STD). Utilizes established laboratory methods, including biochemical testing, microscopy, molecular methods, and whole cell analysis with MALDI-TOF MS. Accurately and thoroughly interprets and records test results, ensuring that test performance is compliant before releasing results. Provides subject matter expertise and technical guidance to submitters, and other internal and external partners. Coordinates the submission and acceptance of specimens from submitters. Reviews purchase orders, tracks work orders, maintains computer databases, writes reports and resolves discrepancies in data, or test performance.
- 30% Reviews laboratory results including worksheets and Laboratory Information Management System entries for completeness and accuracy. Prepares and reviews technical and laboratory reports; promptly advises management of deficiencies. Assists with implementation and monitoring of Quality Assurance and Quality Control (QA/QC) policies and procedures for the Unit. Identifies quality issues and provides technical troubleshooting expertise, when required. Ensures that written documentation is retained for technical, safety, and quality activities in the Unit and for the Microbial Diseases Laboratory Branch. Assists with development, implementation, and improvements to Laboratory Information Management Systems in the Unit. Under general guidance, may lead validation plans for new media, methods, or equipment.

Compiles data for response to department drills and grant applications. Discusses technical ideas and operational improvements with the Unit Supervisor and Section Chief prior to implementation.

25% Maintains professional contacts with leadership in the regulatory and epidemiology fields. Assists with preparation of scientific reports, manuscripts, and presentations. Assists with orientation and training for new staff, microbiologist trainees, and interns. Assists with competency assessments. Develops and delivers curriculum and content for training courses appropriate to the audience.

Marginal Functions (including percentage of time)

5% Performs other job-related duties.

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor’s Name:	Date	Employee’s Name:	Date
Supervisor’s Signature	Date	Employee’s Signature	Date

HRD Use Only:
 Approved By: SB
 Date: 4/24/24