

## DUTY STATEMENT

Employee Name:

Classification: CEA B	Position Number: 580-016-7500-001
Working Title: Deputy Director, Office of State Public Health Laboratory Director	Work Location: 850 Marina Bay Pkwy, Richmond, CA 94804
Collective Bargaining Unit: M01	Tenure/Time Base: Non-Tenured/Full-Time
Center/Office/Division: Office of State Public Health Laboratory	Branch/Section/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.

### 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 protecting the public health by assuring accurate and reliable clinical, environmental, and public health services through the provision of support services. The Deputy Director, State Public Health Laboratory Director, Office of the State Public Health Laboratory Director (OSPHLD) is responsible for providing consultation, regulatory compliance oversight and provision of support services to the six independent public health laboratories that comprise the State Public Health Laboratory. The Director, OSPHLD is responsible for ensuring the quality of clinical and environmental health testing in California, as well as the Laboratory Field Services Branch (LFS) and the Laboratory Central Services Branch (LCS). This position provides professional consultation to/for Federal, State, and local public health and clinical laboratories and serves as the Department's spokesperson, represents the Department, and provides leadership on the development and implementation of policies on clinical and environmental public health laboratory issues with appropriate state, regional and national organizations.

The incumbent works under the direction of the Assistant Director of CDPH.

### Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: 5 percent
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification: Board Certification meeting requirements of the Clinical Laboratory Improvement Amendments (CLIA) and California Public Health Laboratory Director preferred but not required.
- Other:

### **Essential Functions (including percentage of time)**

- 35% Supervises the operations of the Department's programs responsible for ensuring the quality of clinical and environmental health testing in California, as well as the laboratory Field Services Branch (LFS) and the Laboratory Central Services Branch (LCS).

Oversees and supervises the operations, policies, and procedures of LFS, which is responsible for licensing and certifying facilities conducting clinical laboratory testing statewide or on specimens originating in California and ensuring these tests are conducted in a high quality oriented, accurate and reliable manor, as well as licensing and certifying scientists and other testing personnel who perform testing in clinical laboratories. Provides oversight to the State's Clinical Laboratory Improvement Amendments (CLIA) program.

Oversees and supervises the operations of LFS to ensure that the Department's Laboratories have adequate bioscientific and technical support and laboratory animal services to conduct their mandated activities.

- 30% Provides consultation, regulatory compliance oversight, and provision of support services to the six independent public health laboratories that comprise the State Public Health Laboratory. Provides an executive staff level focus for laboratory science policy issues and coordination; is responsible for laboratory related policy development and oversight responsibility for the state public health laboratory campus. Serves as the technical consultant to Departmental management and executives to provide centralized, professional, and technical support to the public health laboratories at the state public health laboratory Richmond Campus. Services includes receiving, processing, and routing medical and environmental samples and specimens; developing, evaluating, and overseeing the performance of decontamination protocols on medical waste; washing and preparing glassware and instruments, purchasing, breeding, and maintaining a variety of laboratory animals and maintaining animal facilities.

Serves as the Department's Responsible Official (RO) for CDC's Select Agent and Toxin (SAT) program, providing select agent leadership for the Department.

Provides oversight for the All Hazards Risk Assessment Laboratory (AHRAL) for the Richmond Campus.

Provides professional consultation to/for Federal, State, and local public health and clinical laboratories. Serves as the Department's liaison/representative to the legislatively mandated Clinical Laboratory Technical Advisory Committee (CLTAC).

Oversees the Department's training laboratories, and the Department's Public Health Microbiologist training program, a program in partnership with California Association of Public Health Laboratory Directors (CAPHLD).

Serves as the Department's executive staff level advocate for the Richmond Campus Laboratory Information Management System (LIMS).

Serves as the Department's Official for the Institutional Animal Care and Use Committee, which oversees the Department's Animal Care and Use Program in compliance with the NIH Office of Laboratory Animal Welfare (OLAW).

Provides oversight of the Department's regulatory activities under California Code of Regulations Title 17, Chapter 2, Subchapter 1, Group 5, Care of Laboratory Animals, which requires individuals, laboratories, and institutions wishing to use animals in education, research, and testing in California to apply to the Department for approval to conduct such activities.

30% Serves as the Department's spokesperson, represents the Department, and provides leadership on the development and implementation of policies on clinical and environmental public health laboratory issues with appropriate state, regional and national organizations, including the California Association of Public Health Laboratory Directors (CAPHLD), Association of Public Health Laboratories (APHL), Association of State and Territorial Public Health Laboratory Directors and the Centers for Disease Control and Prevention; address other interested groups and keeps current with new developments in biomedical and bioenvironmental laboratory science.

Convenes and leads the Public Health Laboratory System Working Group (PHLSWG), whose primary goal is to discuss strategies to strengthen the public health laboratory (PHL) system in California. This group is comprised of two member representatives from the following: California Department of Public Health (CDPH), CAPHLD, Conference of Local Health Officers (CCLHO), and the County Health Executives Association of California (CHEAC). This group focuses on ensuring quality service delivery, continuous quality improvement of public health services, and enhanced disease surveillance as outlined by the CDPH mission statement. The group also works to develop strategies and recommendations to the CDPH Director's office aimed at strengthening the state's Public Health Lab system to improve health outcomes.

**Marginal Functions (including percentage of time)**

5% Performs other work-related duties as assigned. Travels both in and out of state.

<p>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.</p>	<p>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</p>
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		need for reasonable accommodation, inform the hiring supervisor.)	
Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date
<b>HRB Use Only:</b> Approved By: CB	Date 12/17/2021		