DUTY STATEMENT

Employee Name: 

Position Number: 

580-530-5638-007

Classification: 

Research Scientist Supervisor I (Chemical Sciences)

Tenure/Time Base: 

Permanent/Full Time

Working Title: 

Chief of the Pompe Screening, Metabolic 2nd Tier, & Phe Monitoring Unit

Work Location: 

850 Marina Bay Parkway, MS 8200 Richmond, CA 94804

Collective Bargaining Unit: 

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Position Eligible for Telework (Yes/No): 

No

Center/Office/Division: 

Center for Family Health/Genetic Disease Screening Program Division

Branch/Section/Unit: 

Laboratory Services Branch/Mass Spectrometry & Molecular Section/Pompe Screening, Metabolic 2nd Tier, & Phe Monitoring 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 Resources' Job Descriptions webpage.

Job Summary

This position supports the California Department of Public Health’s (CDPH) mission and strategic plan by acting as a clinical scientist supervisor. The Research Scientist Supervisor (RSS) I (Chemical Sciences) ensures the quality of performance and outcome of results from our high complexity Clinical Laboratory Improvement Amendments (CLIA) certified genetic screening laboratories. A principal focus is on testing dried blood spot, serum or urine specimens of newborn babies for detection of Lysosomal Storage Disorders (LSDs) such as Pompe and/or mucopolysaccharidosis I.
(MPS I) etc., metabolic 2nd Tier, & Phe monitoring using tandem mass spectrometry or other analytical techniques. As a supervisor, the RSS I will be responsible for smooth operation of labs and timely reporting of laboratory test results. The RSS I will be responsible for training subordinate staff and maintaining their competency.

The incumbent works under the general direction of the RSS II (Chemical Sciences), Chief of the Mass Spectrometry & Molecular Section.

**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:
- Other:

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

40% Performs clinical laboratory activity and testing, such as but not limited to screening of genetic disorders using tandem mass spectrometry or molecular biology techniques, using established guidelines. Take appropriate remedial action of quality control issues. Understand quality control/quality assurance (QC/QA) requirements and follow the policies and procedures to validate test results. Ability to manage analysis of large volume of specimens on daily basis utilizing high complexity analytical method for alpha-acid glycosidase and alpha-L-iduronidase and other enzymes. Reviews and releases analytical results following QC/QA procedure.

20% Plans, organizes, and carries out research studies using Mass Spectrometry, High Performance Liquid Chromatography, and other analytical techniques for second tier screening. Works on the improvement of methods to make the screening efficient and cost effective. Coordinates with GDSP Contract Analyst for the purchase of chemicals, reagents, supplies and services for uninterrupted screening under CLIA guidelines. Performs statistical analysis of clinical data for scientific discussions.

20% Performs supervisory responsibilities and staff mentoring and competency evaluation. Provides feedback on staff performance. Conducts employee annual appraisal and individual development plan. Hires and onboards staff. Assists in the coordination and compliance actions of laboratory programs with related regulatory programs of the Department and with other agencies and organizations such as: CAP, CLIA, HIPPA, FDA, OSHA, etc.
Marginal Functions (including percentage of time)

10%  Prepares protocols for testing and laboratory training course outlines as well as conduct training.

10%  Provides technical assistance and support to the Laboratory Services Branch Chief on short and long-term project planning. Performs other job-related duties as assigned.

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.)

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<th>Supervisor’s Name:</th>
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**HRD Use Only:**
Approved By: EJ  
Date 8/30/22