DUTY STATEMENT

Employee Name: 
Position Number: 580-462-7954-909

Classification: Public Health Microbiologist I
Tenure/Time Base: Permanent/Full-Time

Working Title: Public Health Microbiologist I
Work Location: 850 Marina Bay Parkway, Richmond, CA 94804

Collective Bargaining Unit: R10
Position Eligible for Telework (Yes/No): Yes

Center/Office/Division: Center for Infectious Diseases/Division of Communicable Disease Control
Branch/Section/Unit: Infectious Diseases Laboratory Branch/Viral and Rickettsial Disease Laboratory Program/Respiratory and Gastroenteric Diseases Section/Respiratory and Enteric Diseases 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 CDPH’s mission and strategic plan by preparing for and responding to public health threats by performing collaborative surveillance and research activities on pathogenic viral agents with Federal, State, and local partners.

The Public Health Microbiologist (PHM) I performs and interprets work relating to respiratory and gastroenteric diseases including, but not limited to, diagnostic testing and reporting, training, and maintaining compliance with the CDPH’s Viral and Rickettsial Disease Laboratory (VRDL) Quality Assurance (QA) and Quality Control (QC) program.
The incumbent works under the direction of the PHM Supervisor (Virology), Respiratory and Enteric Diseases 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: PHM Certificate
☐ Other:

Essential Functions (including percentage of time)

30% Under direction and guidance, performs, interprets, and reports moderately complex diagnostic and reference testing for virus identification including, but not limited to, specialized cell culture procedures, hemagglutination assays (HA), Real Time Reverse Transcription – Polymerase Chain Reaction (rRT-PCR), pyrosequencing/sequencing, functional enzymatic assays, and other moderately complex virus identification methods according to standard operating procedures (SOPs). Maintains electronic laboratory results databases and utilizes the Laboratory Information Management System (LIMS) to report out diagnostic testing results in compliance with Federal, State, and Clinical Laboratory Improvement Amendments (CLIA) regulations.

30% Monitors and reviews QA/QC of testing procedures, including standardization of reagents, test controls, sterility testing, equipment performance verification and daily monitoring, and other QA/QC duties, such as freezer inventories, archives of stock virus cultures, cell cultures, and testing reagents and kits as needed.

20% Assists senior staff in assay development including, but not limited to, test standardization, validations, verification testing, general assay evaluations, and writing SOPs and laboratory protocols.

15% Assists senior staff in providing technical consultation to local public health and clinical laboratorians by confirming results for referred specimens; assisting in troubleshooting laboratory problems experienced by local public health laboratorians; and providing technical guidance to internal and external laboratory personnel implementing new diagnostic tests.

Marginal Functions (including percentage of time)

5% Assists in the training of local laboratory staff (e.g., assistants, technicians, etc.) and microbiologist trainees. May assist in the preparation of technical reports and manuscripts for publication in the scientific literature. Performs other work-related duties as assigned, including assisting other units or sections as needed for surge capacity.

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

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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**HRD Use Only:**

Approved By: Alyssa Ballesteros-Agulo  
Date 9/7/2022