

DUTY STATEMENT

Employee Name:	Position Number: 580-530-5650-002
Classification: Research Scientist Supervisor II (Chemical Sciences)	Tenure/Time Base: Permanent/Full Time
Working Title: Technical/General Supervisor Section Chief	Work Location: 850 Marina Bay Parkway, MS 8200 Richmond, CA 94804
Collective Bargaining Unit: S 10	Position Eligible for Telework (Yes/No): No
Center/Office/Division: Center for Family Health/Genetic Disease Screening Program	Branch/Section/Unit: Laboratory Services Branch/Technical/General Supervisor Section

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 providing leadership and direct supervision over the Technical/General Supervisor Section of the Laboratory Services Branch (LSB), whose function is to perform newborn screening of various birth defects and quality assurance to ensure Clinical Laboratory Improvement Amendments (CLIA) compliance requirements in this area.

The incumbent works under the broad administrative direction of the Research Scientist Manager

(Chemical Services), Chief of the Laboratory Services Branch. The Research Scientist Supervisor (RSS) II (Chemical Sciences) will directly supervise one RSS I, and five Research Scientist positions, and have sufficient scientific knowledge and expertise for making decisions independently and resolve complex scientific problems in order to implement department policies and procedures, including affirmative action. The RSS II will also be expected to assist in the management of statewide contracts for LSB.

The incumbent will be required at the time of appointment to:

- Hold a valid California Clinical Chemist License, Clinical Laboratory Scientist (Generalist), or a Clinical Genetic Molecular Biologist Scientist.

Special Requirements

- ☒ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: 5% for conferences, trainings, and meetings as needed
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☒ Other: Possession and maintenance of a valid California Clinical Chemist License, Clinical Laboratory Scientist (Generalist), or a Clinical Genetic Molecular Biologist Scientist is required at the time of appointment.

Essential Functions (including percentage of time)

- 35% Provides oversight of a diverse team of scientific and technical clinical laboratory staff in the Technical/General Supervisor Section. Assists the LSB Chief by offering leadership and guidance through subordinate supervisors in planning, developing, and implementing and monitoring performance quality control standards for genetic tests. Collaborates with stakeholders from state-contracted laboratories on program operations related to genetic disease screening. Coordinates with the LSB and CLIA-approved NAPS laboratories to support follow-up activities for the Genetic Disease Screening Program (GDSP). Works closely with other GDSP sections, Statewide Area Genetic Centers, the public, and various stakeholders to provide expert consultation in the development and revision of regulations related to genetic disease testing. Participates in and leads the development of proposed scientific research to enhance genetic screening outcomes.
- 35% Provides administrative leadership in planning, organizing, and implementing complex new scientific methods and techniques in biochemical and molecular biology to develop new screening tests or improve existing ones in accordance with appropriate federal and state requirements. Oversees and evaluates performance metrics established by applicable regulatory agencies to ensure LSB and contracted laboratories comply with guidelines for newborn genetic disease testing in California. Initiates corrective actions and contingency plans as needed to maintain continuous and effective testing. Resolves operational challenges within the Section, including issues related to reagent supply, equipment, logistics, and temporary staffing shortages.

- 10% Plans, designs and writes standard operating procedures (SOPs) for new assay development and enhancements to existing methodologies. Prepares detailed reports and formal correspondence to support improvements in current genetic disease testing services and the implementation of new offerings. Compiles, analyzes, and presents data from public health investigations to scientific and professional audiences as required. Leads the implementation, management, and evaluation of new procedures and demonstration projects to advance laboratory and public health objectives.
- 10% Carries out routine supervisory and administrative duties, including hiring, timekeeping, probationary evaluations, and annual performance reviews for staff.
- 5% Supervises workshops and training.

Marginal Functions (including percentage of time)

- 5% Performs other work related duties as required.

☐ 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:

Date: