

DUTY STATEMENT

Employee Name:	Position Number: 580-731-7951-004
Classification: Public Health Microbiologist Supervisor	Tenure/Time Base: Permanent / Full-Time
Working Title: Supervisor Detection Unit	Work Location: 850 Marina Bay Parkway Richmond, CA 94804
Collective Bargaining Unit: S10	Position Eligible for Telework (Yes/No): No
Center/Office/Division: Center for Laboratory Sciences / Infectious Diseases Laboratories Division	Branch/Section/Unit: Microbial Diseases Laboratory Branch / Foodborne & Waterborne Diseases Section / Foodborne & Waterborne Diseases Detection 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 foodborne and waterborne diseases of great public health importance in the State of California.

The Public Health Microbiologist Supervisor provides overall supervision of testing procedures, test result notification, quality control/quality assurance practices, and general supervision of laboratory

staff within Foodborne & Waterborne Diseases Detection Unit. The individual oversees training of staff, assesses staff competency, and directs day-to-day operation of the Detection Unit. The individual reviews protocols and daily reports and evaluates and validates new diagnostic test procedures as necessary. The individual will provide consultation to Local, State, and Federal partners.

The incumbent works under the Chief of the Foodborne & Waterborne Diseases 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: California Public Health Microbiologist Certification
- ☒ Other: Vaccinations may be recommended

Essential Functions (including percentage of time)

- 40% Organize activities of Foodborne & Waterborne Diseases Detection Unit. Supervise the work of public health microbiologists, research scientists, and laboratory technicians assigned to the unit. Coordinate the submission and acceptance of samples from client groups. Ensure the Foodborne & Waterborne Diseases Detection Unit Quality Control and Quality Assurance (QC/QA) plans meet regulatory and departmental standards, and that they are implemented and being followed. Supervise Foodborne & Waterborne Diseases Detection staff regarding time sheets, work schedules, overtime, training records, immunization and performance. Identifies and corrects staff performance problems. Ensure staff are trained and written documentation kept for technical, safety, and quality procedures in the Section and for the Microbial Diseases Laboratory Branch.
- 30% Review purchase orders, arrange for proficiency test samples, track work orders, and maintain computer databases. Review raw data for completeness, accuracy, and precision. Report and resolve discrepancies in data. Extract data for response to Department Drills. Prepare, review or revise animal care and use protocols, as needed.
- 15% Identify new technologies that might improve lab performance or reduce analytical time. Develop validation plans for new media, methods, or equipment. Prepare articles for publishing in peer reviewed journals.
- 10% Coordinate communications with the local health labs, CDPH partners, or other stakeholders in support of outbreak investigations, epidemiologic surveillance, regulatory functions or emergency response. Maintain professional contacts with leadership in the regulatory and epidemiology fields. Develop and deliver curriculum and content for training courses appropriate to the audience.

Marginal Functions (including percentage of time)

5% 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 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: CP

Date: 9/25/25