

DUTY STATEMENT

Employee Name:	Position Number: 580-750-7946-016
Classification: Examiner II, Laboratory Field Services	Tenure/Time Base: Permanent/Full-time
Working Title: Clinical Laboratory Inspector	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 Laboratory Sciences	Branch/Section/Unit: Laboratory Field Services/ Tissue Banks and Blood Banks, Biologics, and Cytology 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 monitoring clinical laboratory licensure and inspection.

The Examiner II provides complex and technical guidance to staff. Conducts on-site complaint inspections of facilities to assure compliance with Departmental regulations, state and federal laws, including the American Association of Blood Bank (AABB) Standards, and policies and procedures. Evaluates, approves, denies complex initial and renewal biologics and tissue banks license applications. Researches and resolves complex issues relating to blood banks, blood collection sites,

hospital transfusion services, plasma collection centers, assisted reproductive technologies facilities, sperm banks, and donor milk centers. Travel required up to 30% of the time.

The incumbent works under the general direction of the Examiner III, Chief of the Blood and Tissue Banks, Biologics & Cytology Section.

Special Requirements

- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: 30%
- ☐ Bilingual:
- ☒ License/Certification: Valid license as a Clinical Laboratory Scientist license or Public Health Microbiologist certificate.
- ☐ Other:

Essential Functions (including percentage of time)

35% Reviews applications for biologics and tissue bank licensure, including personnel qualifications. Reviews required material such as procedure manuals, labels, floor plans, and equipment. Reviews and evaluates facility records and technical operations. Prepares reports, sends notices for incomplete applications, provides recommendations, conducts investigations, and obtains statements as assigned. Issues approval, denial, or revocation notices to California licensed facilities that collect, process, store, and distribute human tissue and blood products for transplantation or transfusion into human beings.

Performs complex inspections of blood banks, plasma centers, and tissue banks for compliance with State biologics and tissue banks laws and regulations. Conducts complaint investigations and obtains statements as assigned. Makes a determination of compliance with state and federal laws, and regulations based on findings and observations. Acts as a subject matter expert on statewide regulations and legislative bill analyses.

Provides guidance and assistance to LFS staff, client applicant regulated community, and legislature on issues related to Biologics and Tissue Banks.

30% Performs onsite inspections, and/or complaint investigations, attends work-related meetings and receives or provides training. Documents all evidence relating to non-compliance for legal actions, while ensuring patient confidentiality. Conducts and documents interviews of facilities staff, complainants, and other witnesses. Requests and reviews facilities' policies and procedures, employee records, testing documentation, and other information; records observations; interviews facility staff and other persons as needed. Requests and reviews files for relevant patient information, independently, or as part of a team. Determines the compliance of facilities based on findings and observations using state and federal laws and regulations as guidance. Prepares written comprehensive reports of findings including conclusions and recommendations; and prepares written statements of deficiencies or no deficiencies. Maintains accurate written and electronic records in appropriate databases.

20% Provides complex technical guidance through all methods of communication including email, letter, and telephone by responding to applicants, the regulated community, the legislature, the Governor's office, the public, the media, and others. Regularly meets with LFS team members on matters relating to biologics and tissue banks. Meets with appropriate professional groups, as assigned. Maintains knowledge of current laws and regulations. Writes, reviews, and updates complex work procedures and correspondence templates. Reviews correspondence prepared by staff. Develops and gives presentations, and writes reports as needed. Provides technical training and guidance to Examiners and other assigned staff on licensing topics.

10% Participates with legal counsel in preparation of court hearings related to laboratory sanctions for non-compliance and testifies at hearings on behalf of the CDPH, as needed. Research and prepare presentations and reports as needed. Writes, reviews, and updates work procedures. Participates in quality improvement activities. Works with section's analysts to draft and review regulations as assigned.

Provides technical guidance to staff to ensure timely processing of all applications. Assists in the development of policies and procedures for approval and implementation. Ensures database are correctly updated. Ensures applications are processed in a timely manner.

Attends and completes all mandatory state and federal training and meetings.

Marginal Functions (including percentage of time)

5% Performs special assignments and other duties as required to administer clinical laboratory licensing in California.

☐ 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: TY

Date: 10/16/25