

DUTY STATEMENT

Employee Name:	Position Number: 580-751-7947-004
Classification: Examiner III, Laboratory Field Services	Tenure/Time Base: Permanent/Full-time
Working Title: On-Site Licensing Section Chief	Work Location: 320 West Fourth Street, Los Angeles, CA 90013
Collective Bargaining Unit: S10	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Laboratory Sciences	Branch/Section/Unit: Laboratory Field Services/ On-Site Licensing 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 III is responsible for overseeing timely in-state and out-of-state clinical laboratory inspections, investigating facility and personnel complaints, and coordinating enforcement actions, including license revocations and civil penalties. The role manages accrediting organization (AO) approvals, monitors AO performance, and oversees validation surveys.

The Examiner III collaborates with the Office of the Attorney General and CDPH's Office of Legal

Services (OLS) on legal actions and ensures compliance with federal and state regulations. As a Subject Matter Expert, the Examiner III provides expert guidance, participates in hearings, offers legislative testimony, and addresses complex licensing inquiries.

The incumbent works under the general direction of the Branch Chief of Laboratory Field Services.

Special Requirements

- ☒ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: 25%
- ☐ Bilingual:
- ☒ License/Certification: Valid license as a clinical laboratory bioanalyst or clinical laboratory scientist (general or specialized) or certification as a public health microbiologist issued by the California Department of Public Health.
- ☐ Other:

Essential Functions (including percentage of time)

35% The Examiner III ensures timely completion of in-state and out-of-state (OOS) clinical laboratory licensure inspections, completing facility and onsite personnel complaint investigations, and overseeing and coordinating enforcement up to and including license revocation and/or civil money penalties. Collaborates with the Office of the Attorney General and CDPH's Office of Legal Services (OLS) in the preparation, presentation and defense of legal actions. Responsible for ensuring the Section's compliance with federal and state laws and regulations. Serves as a Subject Matter Expert (SME) in facility licensing, participates in hearings as needed, provides legislative testimony, and responds to complex technical inquiries.

Provides supervision and direction to Examiner II and I staff who are responsible for in-state and out-of-state clinical laboratory licensing and inspections, Clinical Laboratory Improvement Amendments (CLIA) federal certification, proficiency testing, enforcement, and oversight of public health laboratories and biologic laboratories. Ensures clinical laboratories and related medical facilities compliance with state and federal requirements. Reviews site survey reports and corrective action plans for accuracy, appropriateness and clarity. Oversees the development and maintenance of annual and monthly survey planning. Monitors and tracks assigned surveys to meet required deadlines.

35% Directly supervises staff, including hiring, training, performance evaluations, counseling, and corrective actions through counseling memos and adverse actions, in coordination with the LFS Assistant Branch Chief. Maintains and prepares duty statements, probation reports and individual development plans. Prepares worker's compensation claims, injury and accident forms, and responds appropriately to employee complaints as necessary. Approves leave requests, CalATER reimbursements, and training requests in a timely manner. Ensures high-quality work output and compliance with federal and state laws and regulations, and departmental mandates through quality assurance activities and

performance management. Conducts regular staff meetings and monitors workload distribution. Supports CDPH's Affirmative Action, Civil Rights, and Equal Employment Opportunity policies.

- 25% Prepares budgets, bill analyses, policy reports, and correspondence. Develops legislative concepts, proposals and regulations related to facility licensing. Coordinates with the Assistant Branch Chief on budgeting for travel, supplies, and services. Oversees accrediting organization (AO) approvals, serves as the lead liaison, and monitors AO performance.

Initiates and prepares disciplinary actions for licensee in coordination with the Office of the Attorney General and OLS for facility license suspensions or revocations. Serves as a SME in hearings and provide legislative testimony. Supports development and maintenance of the electronic licensing system in collaboration with IT and Program Support. Represents the Section in stakeholder meetings and interdepartmental committees, and prepares reports and presentations for internal and external audiences.

Attends work-related meetings and training, including required travel for both out-of- State and within the State of California.

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: 10/17/25