

DUTY STATEMENT

Employee Name: Vacant	Position Number: 580-352-5638-909
Classification: Research Scientist Supervisor I (Chemical Sciences)	Tenure/Time Base: Permanent/Full Time
Working Title: Laboratory Systems Unit Chief	Work Location: 850 Marina Bay Parkway, G365, Richmond, CA 94804
Collective Bargaining Unit: S10	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Laboratory Sciences/Division of Environmental Health Laboratories	Branch/Section/Unit: Environmental Health Laboratory (EHL) Branch / Biochemistry Section / Laboratory Systems 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 strengthening the state environmental public health and laboratory testing program.

The incumbent works under the general direction of the Environmental Health Laboratory Branch (EHLB) Biochemistry Section (BCS) Chief, the Research Scientist Supervisor I (RSS I) is Chief of the Laboratory Systems Unit. The RSS I is responsible for providing technical and scientific oversight of the planning, organizing, and direction of major public health initiatives of broad scientific scope

and complexity related to environmental and clinical testing. The RSS I leads a multi-disciplinary team of scientific and professional staff to evaluate environmental exposures to vulnerable populations via both individual lead poisoning investigations and larger community-based testing approaches. The incumbent ensures the Branch's high scientific standards are applied to engagement and partnerships with local public health, clinical professionals, and communities. The incumbent works across several multifaceted programs in EHLB to promote environmental and clinical performance standards and comply with state and federal testing, field sample handling, and data privacy regulations.

The RSS I possesses the technical expertise and background in data systems, environmental chemistry, and field sample management to act as an expert in the Department and to provide consultation and technical assistance to other programs, Agencies, and leadership as needed. The RSS I exercises a high degree of initiative, flexibility, and originality in a decision-making role in the day-to-day management and direct supervision of a multidisciplinary professional and technical staff.

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:
- ☐ Other:

Essential Functions (including percentage of time)

- 45% Serves as the Chief of the Laboratory Systems Unit in the EHLB BCS. Supervises and directs the work of professional and technical staff which includes recruitment and hiring, staff development, performance evaluation, program budgeting, and work force planning. Provides scientific and administrative leadership in the design, implementation, and evaluation of research studies focused on the detection, identification, and analysis of chemical and biochemical substances relevant to public and environmental health. Applies expertise in analytical, organic, and environmental chemistry to assess chemical exposures and associated health risks. Oversees staff in carrying out scientific and local health jurisdiction outreach activities related to testing and reducing exposures to environmental contaminants. Ensures quality of communications between scientists and physicians in chemical testing activities in collaboration with local health departments and CDPH Childhood Lead Poisoning Prevention Branch (CLPPB), as well as CA Biomonitoring Program (CDPH Environmental Health Investigations Branch (EHIB), CalEPA Department of Toxic Substance Control (DTSC) and CalEPA Office of Environmental Health Hazards Assessment (OEHHA)), and the California Medical Supervision Program (CalEPA Department of Pesticides Regulation (DPR) and OEHHA). Manages and directs field sample and data protocols for public health laboratory testing of patients and study participants, while monitoring local-, state-, Federal-, and community-based testing protocols. Plans, organizes, and directs complex, scientific analysis and quality assurance of findings to promote community health through accurate and reliable lab testing efforts coordinated to address health equity. Oversees the development of performance standards for environmental sample and biological specimen-based research,

clinical cases, community biomonitoring programs, and related evaluation measures for the Department. Develops, writes, and in coordination with the Section Chief, implements guidelines for Branch community and clinical testing programs.

- 30% In coordination with the BCS Chief, provides supervisory oversight for program development, implementation, and evaluation of all aspects of the Laboratory Systems Unit. Leads outreach and liaison efforts with local health jurisdictions and local physicians in conjunction with CDPH CLPPB, as well as EHIB and CalEPA. Works with the EHLB BCS Lead & Inorganic Testing Unit and Biomonitoring Organic Testing Unit to provide standardized, secure reporting and quality assurance related to health risk and technical findings from clinical and biomonitoring investigations. Works with CDPH CLPPB and EHIB and CalEPA to create relevant language for reporting to the legislature, study participants, and clinical messaging for providers. Oversees staff activities related to various partnerships and acts as an advisor and consultant to the Department on matters related to chemical surveillance and environmental health risk.
- 20% Serves as a subject matter expert in environmental health and chemistry, toxicology, and chemical data systems and sample management, and biorepository protocols. Makes independent technical decisions and represents Branch at administrative and programmatic meetings and makes recommendations to CDPH CLPPB and EHIB; CalEPA OEHHA, DTSC, and DPR; EHLB and CDPH Center for Laboratory Sciences leadership; local health officials; and federal agencies on policies and regulations related to community and general population-based biomonitoring, biobanking, quality assurance and data systems, field sampling, and clinical lead testing issues. Acts as a program liaison with other environmental health programs, including government (Federal, State, and local levels), non-governmental organizations, and the private sector. Provides consultation and recommendations regarding the Department's position on community biomonitoring testing protocols, reporting relationships, and field operations. Promotes continuous improvement of laboratory systems through adopting new testing protocols and refining testing processes.

Marginal Functions (including percentage of time)

5% Performs other job-related duties as assigned.

☐ 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: DN

Date: 10/25

DUTY STATEMENT

Employee Name: Vacant	Position Number: 580-352-5643-909
Classification: Research Scientist Supervisor I (Epidemiology/Biostatistics)	Tenure/Time Base: Permanent/Full Time
Working Title: Laboratory Systems Unit Chief	Work Location: 850 Marina Bay Parkway, G365, Richmond, CA 94804
Collective Bargaining Unit: S10	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Laboratory Sciences/Division of Environmental Health Laboratories	Branch/Section/Unit: Environmental Health Laboratory (EHL) Branch / Biochemistry Section / Laboratory Systems 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 strengthening the state environmental public health and laboratory testing program.

The incumbent works under the general direction of the Environmental Health Laboratory Branch (EHLB) Biochemistry Section (BCS) Chief, the Research Scientist Supervisor I (RSS I) is Chief of the Laboratory Systems Unit. The RSS I is responsible for providing technical and scientific oversight of the planning, organizing, and direction of major public health initiatives of broad scientific scope and

complexity related to environmental and clinical testing. The RSS I leads a multi-disciplinary team of scientific and professional staff to evaluate environmental exposures to vulnerable populations via both individual lead poisoning investigations and larger community-based testing approaches. The incumbent ensures the Branch's high scientific standards are applied to engagement and partnerships with local public health, clinical professionals, and communities. The incumbent works across several multifaceted programs in EHLB to promote environmental and clinical performance standards and comply with state and federal testing, field sample handling, and data privacy regulations.

The RSS I possesses the technical expertise and background in data systems, environmental biostatistics, and field sample management to act as an expert in the Department and to provide consultation and technical assistance to other programs, Agencies, and leadership as needed. The RSS I exercises a high degree of initiative, flexibility, and originality in a decision-making role in the day-to-day management and direct supervision of a multidisciplinary professional and technical staff.

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:
- ☐ Other:

Essential Functions (including percentage of time)

- 45% Serves as the Chief of the Laboratory Systems Unit in the EHLB BCS. Supervises and directs the work of professional and technical staff which includes recruitment and hiring, staff development, performance evaluation, program budgeting, and work force planning. Leads the design, implementation, and evaluation of epidemiologic and biostatistical investigations focused on environmental exposures and their impact on population health. Oversees staff in carrying out scientific and local health jurisdiction outreach activities related to testing and reducing exposures to environmental contaminants. Ensures quality of communications between scientists and physicians in chemical testing activities in collaboration with local health departments and CDPH Childhood Lead Poisoning Prevention Branch (CLPPB), as well as CA Biomonitoring Program (CDPH Environmental Health Investigations Branch (EHIB), CalEPA Department of Toxic Substance Control (DTSC) and CalEPA Office of Environmental Health Hazards Assessment (OEHHA)), and the California Medical Supervision Program (CalEPA Department of Pesticides Regulation (DPR) and OEHHA). Manages and directs field sample and data protocols for public health laboratory testing of patients and study participants, while monitoring local-, state-, Federal-, and community-based testing protocols. Plans, organizes, and directs complex, scientific analysis and quality assurance of findings to promote community health through accurate and reliable lab testing efforts coordinated to address health equity. Oversees the development of performance standards for environmental sample and biological specimen-based research, clinical cases, community biomonitoring programs, and related evaluation measures for the Department. Develops, writes, and in coordination with the Section Chief, implements guidelines for Branch community and clinical testing programs.

- 30% In coordination with the BCS Chief, provides supervisory oversight for program development, implementation, and evaluation of all aspects of the Laboratory Systems Unit. Leads outreach and liaison efforts with local health jurisdictions and local physicians in conjunction with CDPH CLPPB, as well as EHIB and CalEPA. Works with the EHLB BCS Lead & Inorganic Testing Unit and Biomonitoring Organic Testing Unit to provide standardized, secure reporting and quality assurance related to health risk and technical findings from clinical and biomonitoring investigations. Works with CDPH CLPPB and EHIB and CalEPA to create relevant language for reporting to the legislature, study participants, and clinical messaging for providers. Oversees staff activities relative to various partnerships and acts as an epidemiological and biostatistical advisor and consultant to the Department.
- 20% Serves as a subject matter expert in environmental epidemiology, biostatistics, data systems and sample management, and biorepository protocols. Makes independent technical decisions and represents Branch at administrative and programmatic meetings and makes recommendations to CDPH CLPPB and EHIB; CalEPA OEHHA, DTSC, and DPR; EHLB and CDPH Center for Laboratory Sciences leadership; local health officials; and federal agencies on policies and regulations related to community and general population-based biomonitoring, biobanking, quality assurance and data systems, field sampling, and clinical lead testing issues. Acts as a program liaison with other environmental health programs, including government (Federal, State, and local levels), non-governmental organizations, and the private sector. Provides consultation and recommendations regarding the Department's position on community biomonitoring testing protocols, reporting relationships, and field operations. Promotes continuous improvement of the laboratory systems through adopting new testing protocols and refining testing processes.

Marginal Functions (including percentage of time)

5% Performs other job-related duties as assigned.

☐ 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: DN

Date: 10/25