

DUTY STATEMENT

Employee Name:	Position Number: 580-732-7948-001
Classification: Public Health Microbiologist II	Tenure/Time Base: Permanent/Full-time
Working Title: Viral Respiratory Public Health Microbiologist	Work Location: 850 Marina Bay Parkway, Richmond, CA 94608
Collective Bargaining Unit: R10	Position Eligible for Telework (Yes/No): No
Center/Office/Division: Center for Laboratory Sciences/Infectious Diseases Laboratories Division	Branch/Section/Unit: Viral and Rickettsial Disease Laboratory Branch/Respiratory & Gastroenteric Diseases Section/Respiratory Diseases 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 preparing for and responding to public health threats by performing collaborative surveillance and research activities on pathogenic viral agents with Federal, State, and local partners.

The Public Health Microbiologist (PHM) II provides technical leadership and assists in the planning and direction of work relating to respiratory and gastroenteric diseases including, but not limited to, diagnostic testing and reporting, training, and maintaining compliance with the CDPH's Viral and Rickettsial Disease Laboratory (VRDL) Quality Assurance (QA) and Quality Control (QC) program.

The incumbent works under the general direction of the PHM Supervisor (Virology).

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: Public Health Microbiologist Certification
- ☐ Other:

Essential Functions (including percentage of time)

- 40% Under general direction and guidance, provide technical leadership and assist in the planning and direction of complex diagnostic and reference testing for virus identification including, but not limited to, specialized cell culture procedures, hemagglutination assays (HA), Real Time Reverse Transcript – Polymerase Chain Reaction (rRT-PCR), pyrosequencing, sanger sequencing, whole genome sequencing, functional enzymatic assays, and other complex virus identification methods. Assays performed will be for, but not be limited to, influenza, SARS-CoV-2, enterovirus, adenovirus, and norovirus. Maintain electronic laboratory results databases and utilize Laboratory Information Management System (LIMS) to report out diagnostic testing results in compliance with Federal, State, and Clinical Laboratory Improvement Amendments (CLIA) regulations.
- 30% Develop, monitor, and review QA/QC of testing procedures, including standardization of reagents, test controls, sterility testing, equipment performance verification and daily monitoring, and other QA/QC duties, such as freezer inventories, archives of stock virus cultures, cell cultures, and testing reagents and kits as needed.
- 15% Develop and apply complex, non-standardized analyses in assay development, including test standardization, validations, verification testing, general assay evaluations, and writing standard operating procedures (SOP) and laboratory protocols.
- 10% Provide technical leadership to, and plan and conduct evaluations of, local public health and clinical laboratorians by confirming results for referred specimens; troubleshooting laboratory problems experienced by local public health laboratorians; and providing technical leadership and guidance to internal and external laboratory personnel implementing new diagnostic tests.

Marginal Functions (including percentage of time)

- 5% Assist in the training of local laboratory staff, microbiologist trainees or postdoctoral microbiologists, pathologists, and related medical personnel. May assist in the preparation of technical reports and manuscripts for publication in the scientific literature. Perform 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: 11/4/25