

DUTY STATEMENT

Employee Name:	Position Number: 580-750-5582-909
Classification: Research Scientist II (Epidemiology/Biostatistics)	Tenure/Time Base: Permanent/Full-time
Working Title: Cytology Specialist	Work Location: 850 Marina Bay Pkwy, 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 Branch/Blood and Tissue Banks, Biologics & 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 ensuring quality standards in clinical and public health laboratories, tissue and blood banks, the production of biologics, and laboratory scientists through licensing, examination, inspection, education, and proficiency testing.

The Research Scientist II (Epidemiology/Biostatistics) serves as the Cytology Specialist (CS) for the Laboratory Field Services (LFS) Branch, Blood and Tissue Banks, Biologics & Cytology Section (BTBACS). The CS will plan and assist in the determination of the competency of the state

cytotechnologist applicants. Determines the accuracy and reliability of the smears being performed by licensees as well as the facilities to be tested. Assures the screening services are being performed to proper regulations and standards. Assists Examiner staff in Cytology related matters pertaining to clinical laboratories and applicable state laws and regulations. Provides consultation to laboratories and cytotechnologists in interpreting state laws and regulations. Maintains the Branch's supply of Cytology slides used in various testing.

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

Special Requirements

- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: Up to 15%
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

- 40% As a technical scientific consultant/specialist in diagnostic cytology, plans and assists in the determination of the competency of applicants seeking state licensure/certification as cytotechnologists through the implementation of the Department's competency by (1) selecting appropriate gynecologic slides to be used for testing, (2) arranging for the conduct of the competency test in Richmond and other locations throughout the state, as needed, (3) conducting the competency tests, and (4) grading the results of the competency examination.

Determines the adequacy and reliability of the screening of gynecologic cytology smears performed by cytotechnologists employed in licensed clinical laboratories by designing, analyzing, and conducting onsite proficiency testing of facilities providing such service. Coordinates with Examiner staff, in accordance with established department guidelines, in determining facilities required for testing, utilize technical procedures to prepare Department maintained gynecologic slides for use for onsite proficiency testing, conduct onsite proficiency testing of laboratory personnel, and evaluate and report test results to the laboratory.

- 30% Ensures the cytology screening services provided by licensed clinical laboratories are being performed in an accurate and reliable manner by conducting onsite assessments of the cytology activities of such facilities. In doing so, randomly selects slides previously found to be negative by laboratory personnel and microscopically evaluates such slides to determine the accuracy of the results originally reported by the laboratory. Prepares reports of the findings of their evaluation for review by the Examiner supervisor, with comments regarding the adequacy of the laboratory's cytology services. Assists Examiner staff in assessing the adequacy of ancillary activities relating to cytology and performed on the laboratory site (e.g., accessioning of cytology slides, proper staining, proper reporting, etc.) and determining the general compliance of the laboratories with all applicable state laws and regulations, as necessary.

- 15% Provides consultation to licensed clinical laboratories and cytotechnologists regarding the interpretation and implementation of the state laws and regulations relating to cytology activities. Provides assistance to licensed clinical laboratories in the interpretation and implementation of regulations to the federal licensure and certification programs for laboratory facilities.
- 10% Maintains the Branch's supply of cytology slides used in conjunction with competency testing of cytotechnologists and onsite proficiency testing of laboratory facilities, including proper cleaning and storage, microscopic examination of slides to assure adequacy of cellular material and staining, acquiring slide replacements when necessary, and maintaining records of the original source and identification of all cytology slides used. Performs other duties as required.

Marginal Functions (including percentage of time)

- 5% Performs special assignments and other duties as required to administer the distribution and recall of human blood and tissue. Performs other job-related duties as necessary.

☐ 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: AC

Date: 11/2025