

DUTY STATEMENT

Employee Name:	Position Number: 580-732-5645-909
Classification: Research Scientist Supervisor I (Microbiological Sciences)	Tenure/Time Base: Permanent/Full-Time
Working Title: CoRRDS Unit Supervisor	Work Location: 850 Marina Bay Parkway, Richmond, CA 94804
Collective Bargaining Unit: S10	Position Eligible for Telework (Yes/No): No
Center/Office/Division: Center of Laboratory Sciences/Infectious Diseases Laboratory Division	Branch/Section/Unit: Viral and Rickettsial Disease Laboratory Branch/ Respiratory and Gastroenteric Diseases Section / COVID, Respiratory, Research, Development and Sequencing 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 being responsible for the supervision of Research Scientists, Microbiologists, and other lower-level staff.

The Research Scientist Supervisor (RSS) I is the direct supervisor and technical lead of the COVID,

Respiratory, Research, Development and Sequencing (CoRRDS) Unit. Duties include providing day-to-day administrative guidance and direction to subordinates. This includes planning, organizing, and directing tasks related to the current scientific research studies or public health investigations of broad scientific scope and complexity. The RSS I will be expected to make independent decisions and serve as a consultant to other lower-level scientists conducting studies in the field of respiratory and gastroenteric diseases. The administrative duties of the RSS I will include budgeting and program planning for scientific research projects and investigations, recruitment, training, and supervising appropriate research personnel and other lower-level staff. The RSS I may conduct highly specialized phases of a major scientific project or investigation that would require coordination with professional staff from other State, local, or Federal agencies and publish or present such scientific research or investigations to other public health experts and the community.

The incumbent works under the general direction of the RSS II.

Special Requirements

- ☐ Conflict of Interest (COI)
- ☒ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: 5%
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☒ Other: vaccinations recommended

Essential Functions (including percentage of time)

- 35% Supervise Research Scientists and other lower-level staff in the Respiratory and Gastroenteric Diseases Section (RGDS), CoRRDS Unit, performing tasks in the laboratory daily to complete research or surveillance projects, particularly in advanced molecular detection and Whole Genome Sequencing/Next-Generation Sequencing (WGS/NGS) methods of viral respiratory and gastrointestinal (GI) pathogens. Provide daily administrative guidance and direction to subordinates including planning, organizing, and directing major scientific research studies and public health laboratory investigations. Manage budgets to ensure laboratory supplies are maintained. Recruit and train appropriate laboratory personnel in order ensure staffing levels for completion of research and/or surveillance projects. Make independent decisions and serves as subject matter expert advisor or consultant to other scientists in the Section as well as in the Viral and Rickettsial Disease Laboratory.
- 30% Adapt or develop laboratory-based methods, techniques, and procedures as needed to carry out complex research studies in support of public health diagnosis and surveillance of respiratory and gastroenteric diseases, particularly in molecular methods such as qPCR and WGS/NGS. Serve as a consultant to other lower-level scientists conducting such studies, and to microbiologists and other laboratory staff, including providing technical leadership, specialized skills, training and guidance on research design and implementation of complex research studies on the detection and characterization of microorganisms, particularly respiratory and gastroenteric viral pathogens.
- 15% Conduct highly specialized phases of major scientific projects or investigations of sufficient

scope in coordination with professional staff from other State, local, or Federal agencies, as needed.

- 10% Publish reports and manuscripts and present results of scientific research to other public health experts and the community, as needed. Review and contribute to, current scientific literature and participate in conferences to keep informed of technological and diagnostic advances in microbiology, specifically virology, and related molecular biology.

Marginal Functions (including percentage of time)

- 5% Promote, explain, and coordinate scientific research on respiratory and gastroenteric diseases affecting public health. Provide interpretations of important scientific research findings for use by other public health experts and the community. Play advisory role to support to local public health departments and other health professionals to disseminate research findings and share innovative and cutting-edge methods discovered in the research studies.
- 5% Other job-related duties as required.

☐ 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: 11/10/25