

DUTY STATEMENT

Employee Name: Vacant	Position Number: 580-427-7716-001
Classification: Public Health Medical Officer III (Epidemiology) (Supervisory)	Tenure/Time Base: Permanent / Full-Time
Working Title: Medical Officer Surveillance	Work Location: Various locations available. Location to be determined upon hire
Collective Bargaining Unit: S16	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Infectious Diseases/Division of Communicable Disease Control	Branch/Section/Unit: COVID Control Branch/Wastewater Surveillance

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 leading CDPH's wastewater surveillance program, overseeing programmatic development, supporting infectious disease subject matter experts and prevention and control programs, leading epidemiologic data analyses, interpretation, and reporting, and developing the use and integration of wastewater surveillance for infectious disease monitoring and public health action in California.

The Public Health Medical Officer III (PHMO III) Supervisory (Sup), Chief of the Surveillance Section, serves as a lead for the wastewater surveillance program at CDPH, in alignment with CDPH priorities

and under the direction of the Public Health Administrator I (Branch Chief). The CDPH Wastewater Surveillance (WWS) program, a national Centers for Disease Control and Prevention (CDC) Center of Excellence, conducts wastewater testing at sites across California for multiple infectious diseases including COVID-19, influenza, mpox, and norovirus. The WWS program also supports CDPH response and preparedness for outbreaks and emerging infectious diseases of public health concern such as H5 bird flu and measles.

The PHMO III Sup will guide priorities of the WWS program, oversee grants and budgets, coordinate with the wastewater analysis laboratory at CDPH, and provide direct supervision to doctoral and master's level research and data scientists. The WWS team conducts advanced epidemiologic analyses, modeling, and data management, create summary reports, dashboards, and interpretations in support of local health departments and CDPH disease programs as well as outbreak and emergency response efforts. The PHMO III Sup collaborates closely with several multidisciplinary CDPH communicable disease and emergency preparedness teams as well as other internal and external partners including academic researchers, local health departments, wastewater utilities, and the CDC, advancing wastewater surveillance as a public health tool and to further public health and CDPH's strategic mission. The PHMO III Sup will represent the surveillance section and provide programmatic and subject matter expert consultation across the Center for Infectious Diseases and external partners, and collaborate with national, state, and local programs.

The PHMO III Sup works under the administrative direction of the Public Health Medical Administrator I, COVID Control Branch.

This position is required to travel up to 20%.

Special Requirements

- ☒ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: Up to 20%
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

- 30% Plans programmatic vision to ensure wastewater surveillance is meeting CDPH strategic mission and providing representative statewide coverage to fill different public health priorities. Identifies public health needs through collaboration with disease program subject matter experts and local health departments. Works with CDPH leadership and programs to determine new pathogen targets and use cases for wastewater surveillance, assessing efficacy and value based on clinical and public health knowledge of diseases, severity, and public health surveillance, interventions, and gaps. Interprets wastewater data and provides guidance to CDPH programs and local public health on public health actions. Supports CDPH responses to outbreaks and emergency responses, including by development of response plans and protocols and provision of clinical knowledge. Works with utilities, laboratories, and local health departments to plan, implement, and continue wastewater surveillance across the

state. Initiates and directs collaboration with multidisciplinary CDPH and other partners.

- 20% Leads projects to advance wastewater surveillance systems and formulates major intellectual contributions to plan, design, analyze, and execute new and ongoing large scale and complex analytical projects. Develops and writes protocols and standard operating procedures. Conceptualizes, coordinates, and produces reports, data visualizations, dashboards, manuscripts and public-facing materials that describe and interpret epidemiologic analysis that further disease control and prevention. Manages, interprets, and reports surveillance data, communicates notification of routine surveillance and outbreaks to local, state, and federal partners, and documents investigations with written summaries and reports. Support utilities in assessing and understanding infectious diseases monitored in wastewater including transmission, infectivity, and prevention, to support wastewater worker safety.
- 20% Supervises and directs a staff of multidisciplined professionals who conduct advanced epidemiologic analyses, modeling, and data management, create summary reports, dashboards, and interpretations, and support local health departments and CDPH disease programs. Recruits and hires staff, prepares performance plans and evaluations, develops training plans to assist in improved performance and recommends appropriate action as needed. Provides mentorship to interns and trainees.
- 10% Develops program proposals and budgets, directs and coordinates staff in the development of responses to requests for funding to address infectious diseases. Provides progress reports to cooperative agreements or other grants that fund section staff; assists in the development and submission of funding renewal applications.
- 10% Presents at meetings and scientific conferences, representing CDPH and advancing the value of wastewater surveillance for public health use. Coordinates with, acts as a liaison, and participates in meetings and discussions with disease subject matter experts and laboratory partners at CDPH, the Centers for Disease Control and Prevention, academic partners, and local health departments. Travels to meetings and conferences as required.

The headquarter location will be determined based on the location of the most qualified candidate. Available Headquarter locations for this position:

Regions

Region	Counties	Available Headquarter Locations
Region II	Alameda, Contra Costa, Del Norte, Humboldt, Lake, Marin, Mendocino, Monterey, Napa, San Benito, San Francisco, San Mateo, Santa Clara, Santa Cruz, Solano, Sonoma	850 Marina Bay Parkway, Richmond, CA, 95804
Region IV	Alpine, Amador, Calaveras, El Dorado, Placer, Sacramento, San Joaquin, Stanislaus, Tuolumne, Yolo	1616 Capitol Ave, Sacramento, CA, 95814

Marginal Functions (including percentage of time)

- 5% Addresses various groups such as CCLHO, CSTE, local health jurisdictions and others; prepares paper for publication; represents the department before the media; and performs; develops regulations, policies, and guidelines; prepare bill analyses and departmental positions on state and federal legislation; represents the department in legislative hearings and in

meetings with local, state, or federal partners on matters related to the control of infectious diseases.

5% Performs other PHMO III Sup. job-related duties as required. In the event of an emergency activation, the incumbent may be required, on short notice, to work irregular and overtime hours during emergency operations.

☐ 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: EL

Date: 11/18/25