

DUTY STATEMENT

Employee Name: Vacant	Position Number: 580-731-5645-909
Classification: Research Scientist Supervisor I (Microbiological Sciences)	Tenure/Time Base: Permanent/Full-Time
Working Title: Quality Safety & Support Unit Chief	Work Location: 850 Marina Bay Parkway, Richmond, CA 94804
Collective Bargaining Unit: S10	Position Eligible for Telework (Yes/No): No
Center/Office/Division: Center for Laboratory Sciences / Infectious Diseases Laboratories Division	Branch/Section/Unit: Microbial Disease Laboratory Branch / Quality Safety & Support 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 supervising scientific and information technology support staff; managing quality assurance and customer service programs; assisting the Biosafety Officer with development and implementation of biosafety procedures and managing the work of technical staff responsible for complex data analysis and bioinformatic projects for the Microbial Diseases Laboratory Branch (MDL) Branch.

The Research Scientist Supervisor (RSS) I will work closely with Branch, Division, and Center-level staff and leadership to develop, maintain, implement, and improve pre-analytic and post-analytic

processes that are necessary for high quality public health laboratory testing for the diagnosis and epidemiologic investigation, and surveillance of a range of microbial diseases of public health importance in the State of California.

The incumbent works under the general direction of the Branch Chief (Research Scientist Manager) of the MDL Branch.

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: Vaccinations recommended

Essential Functions (including percentage of time)

- 40% Supervise technical, scientific, and operational State and contract staff, and applicable projects within the Quality, Safety & Support (QSS) Unit. Direct and supervise laboratory support staff in pre-analytic procedures and other laboratory support services which function across all Sections of the MDL Branch. Plan, develop, implement, and manage processes and systems to capture and track information, documentation, and other performance metrics to support the MDL quality assurance program and facilitate compliance with regulatory and Departmental requirements. Interpret complex data, construct reports, and communicate efficiencies and deficiencies to laboratorians and leadership. Work closely with Branch scientists and data / bioinformatics analysts to identify solutions for managing, storing, and analyzing laboratory data. Organize and lead quality assurance / improvement meetings, participate in internal audits, and make recommendations to address gaps and improve efficiency. Serve as a Clinical Laboratory Improvement Act (CLIA) regulatory subject matter expert and assists with related external audits. Provide consultation and serve as a liaison to local public health jurisdictions, laboratories and other federal, state, and local agencies for Branch-wide testing and submission performed by MDL. Develop, review and update policies and procedures to guide and standardize processes performed within the QSS Unit, and those that support MDL-wide operations.
- 30% Coordinate and manage complex data, information management, and bioinformatics projects within the QSS Unit. Collaborate with scientists within the Center of Laboratory Sciences to gather and analyze laboratory data for public health investigations and surveillance. Develop and oversee applicable grant activities and budgets, and track grant deliverables. Manage updates and new projects for the MDL Laboratory Information Management System and Electronic Test Ordering and Reporting system, including running reports and analyzing complex testing data for a variety of projects and requests. Communicate testing information to

partners in writing, oral presentations, or via webinar. Manage updates to the MDL website (e.g., test information and menu, FAQs, and other announcements). Construct and analyze survey data for needs assessments, quality improvement and grant-related projects, or other laboratory projects as needed.

15% Coordinate quality, safety, and technical internal trainings for MDL Branch staff. Serve as a co-administrator for MDL electronic resources, including maintenance and approval of access and content for the MDL document control system, SharePoint site, and webpage. Works closely with Branch, Division, Center, and Department-level safety personnel to develop or update applicable biosafety risk assessments and procedures.

10% Research and evaluate novel test methods and technologies (including laboratory and data technologies). Plan and implement applicable validation/verification studies. Remain up to date with scientific developments in public health microbiology through review of the literature and attending relevant training. Present data to internal staff and external partners.

Marginal Functions (including percentage of time)

5% Other assigned duties as required, such as assisting other units or sections as needed for surge capacity or emergency response.

☐ 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: 9/30/25