

**DUTY STATEMENT**

Employee Name:	Position Number: 580-750-8338-909
Classification: Health Program Specialist I	Tenure/Time Base: Permanent/ Full Time
Working Title: Quality Improvement Coordinator	Work Location: 850 Marina Bay Parkway Richmond, CA 94804
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes/Hybrid
Center/Office/Division: Center for Laboratory Sciences	Branch/Section/Unit: Laboratory Field Services Branch/ Laboratory Licensing and Registration 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 identifying needs and coordinating support services for public health laboratories in local health jurisdictions for the Laboratory Services Branch, of the Center for Laboratory Sciences.

The Health Program Specialist I (HPSI), acting as the Quality Improvement Coordinator (QIC) of the Laboratory Licensing and Registration Section (LLRS), will ensure quality standards in clinical and public health laboratories through licensing, examination, inspection, education, and proficiency

testing. In collaboration with the Laboratory Licensing and Registration Section and the Information Technology Services Division (ITSD), the QIC will gather, organize and analyze data and produce meaningful reports related to both Public Health Laboratories and private laboratories in California. Establishes standards for scientific documentation across CDPH's labs, prepares guidance manuals with standard policies and procedures. Serves as a highly skilled technical consultant to the Section, Branch, and the Center for Laboratory Sciences on the development of innovative tools.

The incumbent works under the direction of the Examiner III, Section Chief of the Laboratory Licensing and Registration Section in the Laboratory Field Services Branch.

### Special Requirements

- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: 5% may be required for meetings and training within the State
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

### Essential Functions (including percentage of time)

- 30% Leads in planning and implementation of quality improvement initiatives across police and private laboratories. Leads the modernization of laboratory surveys, databases, and communication platforms, including the Laboratory Licensing and Registration Section (LLRS) website. The QIC will utilize data provided by the Research Data Specialist (RDS) I and II to analyze and report laboratory data for both Public Health Laboratories and private laboratories in California and out of country to senior leadership.
- Modernize surveys, communication platforms, and outreach materials to streamline communications between LFS and the state's public health and clinical laboratories. Collaborate with LLRS section chief to lead discussions with the Information Technology Services Division (ITSD) in assigned IT projects, including the modernization of current IT systems such as the Electronic Laboratory Licensing and Registration for Facilities System (ELLFS), as well as support other proposed PEGA projects.
- 25% Provides expert consultation to public health and clinical laboratories on quality standards and regulatory compliance. Leads in conducting outreach to identify laboratory needs and improvement opportunities. Collaborate with section chiefs to manage and implement improvements to the LFS and LLRS SharePoint pages and LLRS group email boxes. As the lead web contributor for the LLRS, ensure the web content is aligned with CDPH standards by maintaining regular communication with the Office of Communications. The QIC will work collaboratively with RDS and various LFS staff to develop and maintain dashboards that support performance measurements and strategic planning.
- 20% Functions as a project manager and administrator, when leading LLRS special projects. Develop and disseminate reports to local health departments, county, state, and federal

governments, as needed. Technical support may be provided to support local assistance, by adjusting calculations (population based, county, and/or financial cost). The HPSI will use lean methodology to identify learning opportunities and will document and share best practices.

- 15% Assist and provide guidance to the Health Program Specialist I (HPSI) with the drafting of regulations, policies, and legislative analysis. Leads in researching and generating executive level data reports for presentation to Branch and Center for Laboratory Science (CLS). Translate technical jargon and information to ensure readable communications with public health and private health laboratories.

### **Marginal Functions (including percentage of time)**

- 5% Participates in projects assigned by management, attend state and local public health meetings, professional development opportunities, and laboratory related trainings as required.

- 5% Performs other HPS I job related duties.

☐ 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: TY

Date: 12/9/25