

DUTY STATEMENT

Employee Name:	Position Number: 580-700-5599-002
Classification: Research Scientist III, Microbiological Sciences/Staff Research Scientist	Tenure/Time Base: Permanent/Full-Time
Working Title: Laboratory Operations Specialist	Work Location: 850 Marina Bay Parkway Richmond, CA 94804
Collective Bargaining Unit: R10	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Laboratory Sciences	Branch/Section/Unit: Operations Branch

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 in 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 serving as an integral component of the Center for Laboratory Sciences (CLS) in the coordination of health program administrative policy and program issues and representing the CLS as an independent technical consultant and project manager on various special projects for the Deputy Director of the Center for Laboratory Sciences.

The Research Scientist III (RSIII) will work as a Laboratory Operations Specialist in the Lab Operations Section, Operations Branch, in the Center for Laboratory Sciences to conduct research, analysis, and problem-solving for laboratory issues across the Center for Laboratory Sciences (CLS) and its affiliated

branches. RSIII will collect and analyze data on complex laboratory issues and advise the supervisor and CLS leadership. The RS III will perform data analysis, communicate the findings to stakeholders in oral and written forms, and simplify scientific concepts for public understanding. The RS III will also facilitate workgroups, both within and outside the organization, to offer feedback and suggestions to the Operations Branch and Center leadership and improve operational workflows.

The incumbent works under the general direction of the Research Scientist Supervisor 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:

Essential Functions (including percentage of time)

- 40% Applying scientific knowledge and technical skills to identify, analyze, and resolve laboratory issues across the Center for Laboratory Sciences (CLS) and its affiliated branches. Find a resolution when the laboratory is facing research challenges or dilemmas associated with investigative research that requires a timely and effective solution. Be a leader in the laboratory, engaging in constructive dialogues with the staff and supervisor on research impediments, equipment issues, supplies, and other laboratory needs to complete assignment objectives. Conduct a workflow analysis of laboratory procedures to ensure efficiency and accuracy of testing. Identify workflows that need to be analyzed, collect data, and organize data about each workflow. Identify the root causes of issues or problems identified from analysis. Generate a comprehensive and feasible strategy and evaluate their pros and cons. Develop the most feasible and effective original solutions. Communicate the decision for the solution selected. Implement the solution and monitor its impact. Review the outcome and learn from the feedback. Develop and implement necessary changes in laboratory policy and procedures.
- 30% Performs escalated data studies and coordinates research activities across the laboratories, completed work results in a presentation/report/recommendation. Provides reports on new or updated software to CLS leadership. Collaborate with other researchers, design, and implement experiments, and ensure the quality and accuracy of the data collected. Contribute to the development of new relevant scientific methods and techniques for data analysis. Identifies and troubleshoots data quality issues quickly and efficiently; documents and reports on status; and monitors data outputs. Adhering to the relevant laws, regulations, and policies, implementing, and monitoring the best practices and procedures for the lab, and using software and tools to collect, analyze, and share the lab information. Prepare scientific research reports as needed for the validation of the data studies.

- 20% Coordinate and mediate communication for staff or various specialist, non-specialist, and governmental agencies that coordinate with CLS. Help these groups to communicate their views and recommendations regarding CLS and their labs to the leaders and managers of the Operations Branch and Center. Assist these groups and leaders to identify and implement ways to improve the quality and efficiency of the work processes and procedures that they follow. Prepare reports on the research findings for presentation to public institutions, scientific meetings, and the general public. Analyze and propose improvements to leadership to better optimize performance and quality.
- 5% Travel for conferences, meetings, workshops, or trainings related to laboratory operations, staffing, laws, regulations, reporting systems or software, procedures, and tools.

Marginal Functions (including percentage of time)

- 5% Performs other work-related duties as assigned.

☐ 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: 12/2025