

DUTY STATEMENT

Employee Name:	Position Number: 580-530-5576-909
Classification: Research Scientist I (Chemical Sciences)	Tenure/Time Base: Permanent / Full-Time
Working Title: Quality Control and Quality Assurance Scientist / Research Scientist	Work Location: 850 Marina Bay Parkway, MS 8200 Richmond, CA 94804
Collective Bargaining Unit: R10	Position Eligible for Telework (Yes/No): No
Center/Office/Division: Center for Family Health / Genetic Disease Screening Program	Branch/Section/Unit: Laboratory Services Branch / Administrative Supervisor Section / Quality Assurance 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 Resources' Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by ensuring the integrity, traceability, and quality of biospecimens stored and managed within the Laboratory Services Branch and the California Biobank Program

The incumbent works under the supervision of the Research Scientist Supervisor I, Chief of the Quality Assurance Unit in the Laboratory Services Branch of the Genetic Disease Screening Program Division. The Research Scientist I (RS I) plans, organizes, and carries out the development, implementation, and monitoring of biobank operations, including specimen lifecycle management,

data reconciliation, and ensuring compliance with applicable regulatory and quality standards. This position also provides limited support within Quality Assurance (QA) Unit to ensure alignment between biobank practices and broader laboratory quality goals.

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:

Essential Functions (including percentage of time)

- 35% Coordinates and monitors biobank specimen lifecycle activities, including receipt, transportation, storage, retrieval, and disposal. Ensures compliance with applicable biorepository standards and regulatory requirements (e.g., CLIA, HIPAA, state and departmental guidelines). Maintains and updates biobank-related protocols and documentation to reflect current best practices and regulatory expectations. Assists in the planning, development, and implementation of biobank-specific quality control and assurance procedures.
- 25% Reconciles physical inventory with the specimen information system to ensure data accuracy and traceability. When directed to do so, conducts periodic audits of biobank records and processes to identify discrepancies and support continuous improvement. Documents non-conformances and assists the CLIA laboratory director and GDSP division chief in implementing corrective actions related to biobank operations. Performs basic statistical analysis of biobank data and prepares routine reports for the supervisor, CLIA laboratory director, and GDSP division chief.
- 25% Supports internal and external testing and research projects by coordinating sample pulls, preparation, and shipping. Collaborates with QA staff to ensure biobank activities align with broader laboratory quality goals. Contributes to the preparation of presentations, reports, and publications related to biobank operations and research support.
- 10% Participates in internal audits or inspections as needed, particularly where biobank processes intersect with QA requirements. As assigned, participates in reviewing and providing comments on QA-related protocols that impact biobank workflows.

Marginal Functions (including percentage of time)

- 5% Provides training (if necessary) and 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

☐ 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

statement to the employee named above.

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: Brittany Hanson

Date: 1/20/26