

**DUTY STATEMENT**

Employee Name:	Position Number: <b>580-750-7500-909</b>
Classification: CEA A	Tenure/Time Base: Non-Tenured/Full-time
Working Title: Chief, Laboratory Field Services Branch	Work Location: 850 Marina Bay Pkwy, Richmond, CA 94804
Collective Bargaining Unit: M01	Position Eligible for Telework (Yes/No): No
Center/Office/Division: Center for Laboratory Sciences	Branch/Section/Unit: Laboratory Field Services 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 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 managing the Laboratory Field Services Branch (LFS) to ensure the state laboratory personnel and facilities licensing and registration programs follow state policies, procedures, laws, and regulations and are consistent with the Department's vision and goals for public health in California.

The Chief of the Laboratory Field Services (LFS) branch provides strategic leadership, planning, guidance and oversight to ensure the effective regulation, licensing, and monitoring of clinical laboratories, laboratory personnel, and blood and tissue facilities, and certification programs throughout California. This role is essential to upholding the LFS mission of ensuring the accuracy,

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reliability, and safety of laboratory testing, which directly supports the broader public health goals of the California Department of Public Health. Through policy development, program management, and stakeholder engagement, the Branch Chief ensures that laboratory services meet the highest standards of quality and public safety.

The incumbent works under the direction of the Director of the State Public Health Laboratory, the Deputy Director of the Center for Laboratory Sciences.

### Special Requirements

- ☒ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: 15% for meetings
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

### Essential Functions (including percentage of time)

- 40% Serves as the Chief of the Laboratory Field Services (LFS) Branch, responsible for the state licensing and/or registration, federal certification, and regulation of clinical laboratories and blood tissue banks, laboratory personnel and related training programs, accreditation examinations, and continuing education providers. Provides strategic guidance, planning, and leadership in administering the State's clinical laboratory licensing and certification programs. Facilitates presentations to clinical laboratory and medical groups on issues relevant to state law. Develops, implements, and evaluates policies, procedures, and standards for LFS designed to ensure the quality of clinical laboratory work, and tissue and blood banks throughout California, including implementing the laws relating to the licensing, registering, and certification of laboratories and laboratory personnel pursuant to both state and federal law (e.g. Clinical Laboratory Improvement Amendments (CLIA)).
- 35% Leads, manages, and directs the activities of the LFS branch and serves as advisor to the Deputy Director and executive leadership on legislative and regulatory matters with statewide and national implications. Supervises and directs research, documentation and preparation of assessments, inspections, investigations, and surveys; program analyses; Budget Change Proposals and Fiscal Health Reports; and required drills. Prepares appropriate reports and analyses of programs, recommends legislative or administrative actions, and analyzes legislation and regulations.
- 20% Serves as primary liaison to the Department's Clinical Laboratory Technical Advisory Committee and routinely meets with other government entities including the CalHHS, GO, DCA, the Legislature, the regulated community and the public. Represents the department in hearings and provides testimony. Directly responsible for creating, developing, reviewing, implementing and enforcing policies and procedures in clinical laboratory licensing and certification standards, laboratory personnel qualifications and continuing education, enforcement and compliance policy for unlicensed laboratory activity, accreditation and oversight of continuing education and training programs, and public health emergency

laboratory response standards. Consults with Department legal staff on enforcement and legal issues. Consults directly with the Centers for Medicare and Medicaid Services, health officers, physicians, laboratory directors, and others on medical, public health and clinical laboratory issues.

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


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5% Performs other job-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: CB

Date: 8/20/2025