

DUTY STATEMENT

Employee Name:	Position Number: 580-751-7946-700
Classification: Examiner II	Tenure/Time Base: Permanent/Full Time
Working Title: Clinical Laboratory Inspector	Work Location: 320 West 4 th Street Los Angeles, CA 90013
Collective Bargaining Unit: R10	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Laboratory Services	Branch/Section/Unit: Laboratory Field Services (LFS)/ On-Site Licensing

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 validating both onsite and offsite surveys, inspections, and investigations of in-state and out-of-state laboratory facilities and personnel for conformity with licensing and certification requirements of CDPH and for compliance with State and Federal laws, rules, and regulations; as well as collaborates with management to determine and coordinate terminations and adverse actions against facilities with deficiencies or complaints.

The incumbent works under the general direction of the Examiner III, On-Site Licensing Section.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: 60%
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification: Clinical Laboratory Scientist license or Public Health Microbiologist certification
- Other:

Essential Functions (including percentage of time)

- 35% Conducts surveys, inspections, and/or complaint investigations. Fully documents all evidence relating to non-compliance for legal actions, while ensuring patient confidentiality. Conducts and documents interviews of facilities' staff, complainants, and other witnesses. Requests and reviews facilities' policies and procedures, employee records, testing documentation, and other information; makes observations; and interviews facility staff and others. Requests and reviews applicable files for relevant patient information. Prepares written comprehensive narrative reports of findings including conclusions and recommendations and prepares written statement of deficiencies when deemed appropriate, and maintains these records. Communicates with the complainant, the state CLIA program, and federal CMS, and partner agencies.
- Reviews all Examiner I survey reports and makes recommendations regarding the issuance of laboratory licenses and approvals for accuracy, appropriateness and clarity; consults with field surveyors regarding survey reports to determine whether the laboratory is in acceptable compliance with appropriate state and federal laws and regulations. Interprets State and Federal laws and regulations pertaining to diagnostic hospital and non-hospital clinical laboratories for Examiner I staff. Coordinates Examiner I field survey schedules to meet State and Federal standards.
- 30% Assists Examiner III in determining whether a laboratory with Condition Level Deficiencies should be processed for termination; coordinates laboratory adverse action cases and monitors termination processes through the Deficiency Management System (DMS). Evaluates complaints and makes recommendations to Examiner III regarding complaint actions.
- 25% The Examiner II provides excellent customer service and expert technical assistance through all methods of communication responding to complainants, the regulated community, the legislature, the Governor's office, the public, the media, and others. The Examiner II prepares and gives presentations and researches and writes reports as needed. The Examiner II writes, reviews, and updates work procedures.
- Serves as a liaison with Center for Medicare and Medicaid Services (CMS) Regional Office on surveys.

Marginal Functions (including percentage of time)

5% The Examiner II is cross-trained in order to perform additional facility licensing duties including, but not limited, onsite licensing surveys, validation surveys, proficiency testing surveys, CLIA surveys, Medi-Cal inspections, and out-of-state licensing surveys. In addition, the Examiner I serves as a back-up to the other complaint Examiner.

5% Performs other work-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: 6/30/25