DUTY STATEMENT

Employee Name: **VACANT**	Position Number: **580-530-5582-909**
Classification: Research Scientist	Tenure/Time Base: Permanent / Full-Time
Working Title: Clinical Chemistry 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 / Technical / General Supervisor

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 Resources' Job Descriptions webpage.

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by serving as a Clinical Chemistry Scientist that is responsible for planning, organizing, and conducting scientific research and clinical testing projects of moderate scientific scope and complexity. The role ensures that testing activities within the Technical/General Supervisor Section of the high-complexity Clinical Laboratory Improvement Amendments (CLIA) certified genetic screening laboratory are conducted in compliance with established quality assurance protocols. Testing is performed on dried blood spot, serum, plasma, and whole blood specimens from newborns to detect genetic disorders

The incumbent works under the supervision of the Research Scientist Supervisor, Technical/General Supervisor and CLIA Laboratory Director and performs duties in accordance with established guidelines and procedures.

The incumbent will be required at the time of appointment to:

- Hold a valid license as a California Clinical Chemist, Clinical Laboratory Scientist (Generalist), or a Clinical Genetic Molecular Biologist Scientist.

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: Possession and maintenance of a valid California Clinical Chemist license, Clinical Laboratory Scientist (Generalist) license, or a Clinical Genetic Molecular Biologist license is required.

☐ Other:

Essential Functions (including percentage of time)

30% Performs clinical laboratory activity and testing in accordance with established standard operating procedures (SOPs) and regulatory guidelines. Identifies and documents quality control issues and initiates remedial actions per laboratory protocols, including specimen retrieval, punching, reagent preparation, and sample processing. Ensures adherence to predetermined quality assurance/quality control (QA/QC) standards and validates test results accordingly. Performs routine maintenance and documentation for laboratory instruments, sets up and reviews instrument runs, and manages high-throughput specimen analysis using complex methodologies such as alpha-acid glycosidase and alpha-L-iduronidase enzyme assays.

30% Performs and reports laboratory test results (manually and automated) according to established guidelines and acts as technical scientific consultant regarding predetermined guidelines for operation of laboratory instrumentation and equipment to accurately generate test results. Completes appropriate logs, checklists, and other record-keeping documentation for instrument maintenance and performance. Verifies instrumentation and equipment are operating properly and initiates troubleshooting of errant laboratory instrumentation and equipment as needed. Coordinates with program contract analyst for the purchase of assay-specific chemicals, reagents, supplies, and services for the continuation of uninterrupted screenings under CLIA guidelines. Reviews and releases/reports assay results in the Laboratory Information Management System (LIMS) and compiles detailed quality control reports for assays conducted within the laboratory for the review of appropriate personnel.

20% Performs clinical testing utilizing advanced analytical platforms including immunoassays, tandem mass spectrometry (MS/MS), high-performance liquid chromatography (HPLC), quantitative PCR (Q-PCR), next-generation sequencing (NGS), and other techniques. Interprets test data, assists with method development and optimization under the direction of the technical supervisor or laboratory director, and collaborates with contract analysts to

manage purchasing and inventory maintenance for these tests.

10% Assists in ensuring laboratory programs remain compliant with departmental regulatory standards and coordinates with external organizations and/or consults applicable regulations such as the College of American Pathologists (CAP), Clinical Laboratory Improvement Amendments (CLIA), Health Insurance Portability and Accountability Act (HIPAA), Food and Drug Administration (FDA), and Occupational Safety and Health Administration (OSHA) for the purpose of compliance.

5% Prepares protocols for testing and laboratory training course outlines and trains new staff when needed.

Marginal Functions (including percentage of time)

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: Brittany Hanson
Date: 2/25/26