

**DUTY STATEMENT**

Employee Name:	Position Number: <b>580-530-5582-040</b>
Classification: Research Scientist	Tenure/Time Base: Permanent /Full-Time
Working Title: Clinical Chemist 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 / 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.

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**Competencies**


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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](#).

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**Job Summary**


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This position supports the California Department of Public Health's (CDPH) mission and strategic plan by ensuring the quality of performance and outcomes of results from the Clinical Laboratory Improvement Amendments (CLIA) certified genetic screening laboratories that screen for newborn and prenatal diseases.

The incumbent works under the supervision of the Research Scientist Supervisor I, Chief of the Quality Assurance (QA) Unit.

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**Special Requirements**


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- 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: Possession of a valid California Clinical Chemist license, a Clinical Laboratory Scientist (Generalist) license, or a Clinical Genetic Molecular Biologist Scientist license

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

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- 40% Regularly reviews evolving requirements and guidelines from CLIA, College of American Pathologists (CAP), and other regulatory agencies. Collects and maintains regulatory documents, memoranda, and accreditation information, providing recommendations to Technical supervisor and CLIA Laboratory Director based on interpretation. Assists the unit supervisor in overseeing the laboratory QA program and serves as a technical scientific consultant for quality assurance. Implements and maintains the Laboratory Services Branch (LSB) quality management system to ensure compliance with departmental, state, and federal standards. Develops quality control policies and procedures for management review and implementation. Monitors the LSB and contractor laboratory activities to ensure accuracy, reliability, and compliance with CLIA guidelines. Documents non-conformances and coordinates with technical supervisor and CLIA Laboratory Director for corrective and preventive actions in accordance with regulatory standards. Maintains clear communication with internal stakeholders to support the laboratory objectives.
- 25% Collaborates extensively with Laboratory Services Branch (LSB) staff to support all phases of regulatory and accreditation inspections. Ensures that responses to auditors and accrediting bodies are accurate, timely, and well-coordinated. Maintains comprehensive, well-organized, and up-to-date records to demonstrate ongoing compliance and continuous readiness for inspection activities. Assists with detailed internal audits to assess and verify compliance with Standard Operating Procedures (SOPs), CLIA regulations, and all other applicable federal, state, and accreditation standards. Identifies gaps or deficiencies, communicates findings to appropriate stakeholders, and provides guidance on required corrective measures. Monitors the implementation of corrective actions, verifies their timely and effective completion, and ensures that all follow-up activities are fully documented. Tracks trends in audit outcomes to support continuous quality improvement and strengthen overall regulatory compliance for the branch.
- 20% Performs clinical laboratory testing in accordance with established SOPs and assists in maintaining compliance with departmental and regulatory standards. Conducts scientific research under supervision to enhance the accuracy and reliability of screening tests and prepares findings for presentation at conferences and stakeholder meetings.
- 10% Assists with the development of and training for laboratory staff on CLIA guidelines, QA/Quality Control (QC) procedures, and best practices. Provides guidance and support as necessary to ensure staff understand and adhere to quality standards.

**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: Brittany Hanson

Date: 3/26/26