DUTY STATEMENT

Employee Name:	Position Number: **580-530-5643-008**
Classification: Research Scientist Supervisor I	Tenure/Time Base: Permanent / Full-Time
Working Title: General / Technical Supervisor	Work Location: 850 Marina Bay Parkway, MS 8200 Richmond, CA 94804
Collective Bargaining Unit: S10	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 Section

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 serving as a Clinical Scientist Supervisor. The position ensures the quality of performance and accuracy of results from our high-complexity, Clinical Laboratory Improvement Amendments (CLIA)-certified genetic screening laboratories. The supervisor will be responsible for the smooth operation of the laboratories and the timely reporting of test results. Additionally, the supervisor will oversee training of subordinate staff and ensure their competency is maintained.

The incumbent works under the general direction of the Research Scientist Supervisor II, Technical/General Supervisor Section Chief.

This position requires (at the time of appointment) the possession of a valid California Clinical Chemist license, a Clinical Laboratory Scientist (Generalist) license, or a Clinical Genetic Molecular Biologist Scientist license.

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

Essential Functions (including percentage of time)

40% Performs clinical laboratory activities and testing in accordance with CLIA and California Laboratory Field Services regulations for newborn screening. Reviews and releases results, taking appropriate remedial action when quality control issues arise. Implements CLIA quality control and quality assurance requirements for all clinical testing performed by the department. Prepares testing protocols, develops laboratory training course outlines, and conducts training sessions.

25% Oversees the development, negotiation, and administration of statewide contracts related to laboratory services and genetic disease screening programs. Ensures compliance with state procurement policies and monitors vendor performance for adherence to contractual obligations. Collaborates with legal and procurement teams to draft, review, and amend contract terms. Develops strategies for contract renewal, expansion, and vendor relationship management to support program objectives and improve operational efficiency.

15% Plans, organizes, and conducts clinical validation studies using Mass Spectrometry, High-Performance Liquid Chromatography, and other analytical techniques. Improves methods to increase screening efficiency and cost-effectiveness. Coordinates with the Section Chief and CLIA Director on purchasing chemicals, reagents, supplies, and services to ensure uninterrupted screening operations. Performs statistical analysis of clinical data for scientific discussions.

15% Carries out routine supervisory and administrative duties, including hiring, timekeeping, probationary evaluations, and annual performance reviews. Oversees staff assignments to ensure alignment with program goals and regulatory requirements. Monitors workload distribution, evaluates task completion, and implements corrective actions to maintain efficiency and quality. Establishes clear performance expectations and accountability standards. Supports professional development through targeted training, mentoring, and succession planning. Assists in ensuring program compliance with regulatory requirements of CAP, CLIA, HIPAA, FDA, OSHA, and other relevant agencies.

Marginal Functions (including percentage of time)

5% Performs other work-related duties as required.

☐ 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: 4/9/26