

DUTY STATEMENT

Employee Name:	Position Number: 580-530-5651-001
Classification: Research Scientist Supervisor II	Tenure/Time Base: Permanent / Full-Time
Working Title: Technical / General Supervisor Section Chief	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 (A)

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 providing leadership and direct supervision over the Technical/General Supervisor Section of the Laboratory Services Branch (LSB), whose function is to perform newborn screening of various birth defects and quality assurance to ensure Clinical Laboratory Improvement Amendments (CLIA) compliance requirements in this area.

The incumbent works under the broad administrative direction of the Research Scientist Manager (Chemical Services), Chief of the Laboratory Services Branch. The Research Scientist Supervisor (RSS) II (Chemical Sciences) will directly supervise one RSS I and five Research Scientist positions

and have sufficient scientific knowledge and expertise for making decisions independently and resolve complex scientific problems in order to implement department policies and procedures, including affirmative action. The RSS II will also be expected to assist in the management of statewide contracts for LSB.

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: 5% for conferences, trainings, and meetings as needed
- 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)

- 35% Provides technical and administrative leadership in overseeing daily laboratory operations, leading and coordinating all activities across pre-analytic, analytic, and post-analytic phases to ensure smooth, accurate, and efficient workflows. This role maintains a robust quality management system, including proficiency testing, competency assessments, corrective actions, and ongoing performance evaluations, while ensuring full compliance with local, state, and federal regulations such as CLIA, OSHA, and CAP. The supervisor enforces regulatory adherence and safety standards by managing chemical hygiene plans and environmental controls to mitigate physical, chemical, and biological hazards. Strategic planning and budget management are key functions, including resource allocation and procurement oversight. The supervisor also ensures proper selection, verification, maintenance, and calibration of laboratory instruments, and drives process improvement through SOP refinement, continuous improvement initiatives, and integration of new testing methods and technologies. 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 to verify adherence to contractual obligations. Collaborates with legal and procurement teams to draft, review, and amend contract terms, maintaining cost-effectiveness and compliance with regulatory requirements. Develops strategies for contract renewal, expansion, and vendor relationship management to support program objectives and enhance operational efficiency.
- 30% Provides technical and administrative guidance and leadership in planning, organizing, and implementing complex new scientific methods and techniques in biochemical and molecular biology. Responsible for managing all logistics functions to ensure uninterrupted laboratory operations. This includes overseeing supply chain management by handling procurement, inventory control, and timely replenishment of reagents, consumables, and equipment. The role also involves coordinating with vendors to maintain strong relationships and secure cost-

effective contracts for timely deliveries. Additionally, the supervisor ensures proper storage conditions for samples, reagents, and hazardous materials, while managing internal distribution to testing areas. Shipping and receiving activities are coordinated to comply with safety and regulatory requirements for specimens, supplies, and equipment. Finally, the supervisor develops and implements contingency plans to address potential supply disruptions and maintains critical stock levels to support emergency preparedness and operational continuity.

20% Provides oversight of a diverse team of scientific and technical clinical laboratory staff in the Technical/General Supervisor Section. Assists the LSB Chief by offering leadership and guidance to/through subordinate supervisors in planning, developing, and implementing performance standards for genetic disease testing and control. Collaborates with stakeholders from state-contracted laboratories on program operations related to genetic disease screening. Coordinates with the LSB and CLIA-approved NAPS laboratories to support follow-up activities for the Genetic Disease Screening Program (GDSP). Works closely with other GDSP sections, Statewide Area Genetic Centers, the public, and various stakeholders to provide expert consultation in the development and revision of regulations related to genetic disease testing.

10% Carries out routine supervisory and administrative duties, including hiring, timekeeping, probationary evaluations, and annual performance reviews for staff. Provides comprehensive oversight of staff assignments to ensure alignment with program goals and regulatory standards. Monitors workload distribution, evaluates task completion, and implements corrective actions as needed to maintain efficiency and quality. Establishes clear performance expectations and accountability measures for all team members, fostering a culture of responsibility and excellence. Facilitates professional development through targeted training, mentoring, and succession planning to sustain a highly skilled and adaptable workforce.

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: 4/20/2026