

DUTY STATEMENT

Employee Name:	Position Number: 580-530-5651-909
Classification: Research Scientist Supervisor II	Tenure/Time Base: Permanent/Full Time
Working Title: Laboratory Administrative 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 / Administrative 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 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 mission by providing leadership and direct supervision to the Administrative Supervisor Section of the Laboratory Services Branch (LSB), which is responsible for developing new newborn screening tests for various birth defects and ensuring CLIA-compliant quality assurance activities.

Working under the broad administrative direction of the Research Scientist Manager, the Research Scientist Supervisor II directly supervises five Research Scientist Supervisor I staff and one safety officer (Research Scientist Senior). The incumbent applies advanced scientific expertise to independently resolve complex problems, implement department policies and procedures, and

support affirmative action objectives.

This position requires (at the time of appointment) 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)

- 30% Provides oversight for a diverse team of scientific staff within the Administrative Supervisor Section. Supports the LSB Chief by offering leadership and guidance through subordinate supervisors in planning, developing, and implementing new screening tests and performance standards for genetic disease testing. Collaborates with state-contracted laboratories on program operations related to genetic disease screening and coordinates with LSB and CLIA-approved NAPS laboratories to support GDSP follow-up activities. Works closely with other GDSP sections, Statewide Area Genetic Centers, the public, and various stakeholders to provide expert consultation on the development and revision of regulations related to genetic disease testing. Participates in and leads scientific research initiatives to improve genetic screening outcomes.
- 30% Provides administrative leadership in planning, organizing, and implementing complex scientific methods in biochemical and molecular biology to develop new screening tests or improve existing ones in compliance with federal and state requirements. Oversees and evaluates performance metrics established by regulatory agencies to ensure LSB and contracted laboratories meet guidelines for newborn genetic disease testing. Initiates corrective actions and contingency plans to maintain continuous and effective testing. Resolves operational challenges within the Section, including issues involving reagent supply, equipment, logistics, and temporary staffing shortages.
- 20% Serves as a CLIA Technical Supervisor under the delegated authority of a CLIA Laboratory Director for the Newborn Screening and Prenatal Screening (PNS) Programs. Provides technical guidance to laboratory clients, ensuring compliance with CLIA regulations and supporting the accurate and timely detection of genetic, metabolic, and congenital disorders in newborns.
- 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 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: 4/22/26