DUTY STATEMENT

Employee Name: **VACANT**	Position Number: **580-530-5582-041**
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 / Administrative Supervisor Section / MS/MS Assay Development and Preanalytical 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.

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 performing as a clinical scientist that plans, organizes, and carries out scientific research studies of limited scientific scope and complexity. This position ensures testing in MS/MS Assay Development and Preanalytical Unit of dried blood spot, serum, plasma, and blood specimens of newborn babies for detection of Pompe and/or Mucopolysaccharidosis I (MPS I) disease using tandem mass spectrometry in our high complexity Clinical Laboratory Improvement Amendments (CLIA)-certified genetic screening laboratory and follows predetermined quality assurance guidelines.

The incumbent works under the supervision of the Research Scientist Supervisor I, Chief of the MS/MS Assay Development and Preanalytical Unit.

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:

Essential Functions (including percentage of time)

40% Performs pre-analytical as well as analytical testing using established guidelines. Identifies and documents quality control issues if necessary. Takes appropriate remedial action following established laboratory guidelines for retrieval of prevented specimens due to QC or instrument failures, specimen punching using a 3.2mm dried blood spot Wallac punching unit, reagent preparation, and specimen preparation. Reagent preparation involves the use of organic solvents such as acetonitrile, methanol, and 2-propanol that will be used to assist with the extraction of the analytes of interest from the DBS samples for detection of Pompe and/or Mucopolysaccharidosis I (MPS I) performed in the MS/MS Assay Development and Preanalytical Unit. Performs liquid-liquid extractions using the Apricot liquid handling unit to isolate the compounds of interest and remove any impurities from the extracted blood. Performs routine daily and weekly maintenance on tandem mass spectrometry (MS/MS) instruments and ensures that logs and checklists are accurately completed for all laboratory equipment, including incubators, shakers, dryers, and centrifuges. Troubleshoots MS/MS instrumentation as required, which includes interpreting mass spectra data, optimizing tune parameters, and implementing regular cleaning protocols to ensure that there are no contaminations or carryover. Confirms proper sample loading onto instruments and conducts analysis of large batches using advanced analytical methods for alpha-acid glycosidase, alpha-L-iduronidase, and iduronate-2-sulfatase enzymes. Manages the safe disposal of biohazardous waste from the laboratory. Demonstrates a thorough understanding of quality assurance and quality control (QA/QC) requirements as defined by CLIA regulations, adhering to policies and procedures to validate test results.

25% Collaborates with other senior scientists in clinical analysis of mass spectrometry analysis of other newborn genetic disorders as needed. Assists in clinical research studies using tandem mass spectrometry (MS/MS), High-performance liquid chromatography (HPLC), and other analytical techniques and instrumentation. Evaluates test results obtained from the instruments mentioned above, works on the continuous improvement of methods as directed by supervisor. Coordinates with contract analyst for purchase and maintenance of inventory.

25% Supports laboratory management and staff in coordinating program activities to ensure ongoing

compliance with departmental regulatory requirements. Assists with the review, development, and implementation of protocols and procedures to align laboratory operations with the guidelines and mandates set forth by regulatory agencies and organizations, including the College of American Pathologists (CAP), Clinical Laboratory Improvement Amendments (CLIA), Health Insurance Portability and Accountability Act of 1996 (HIPAA), Food and Drug Administration (FDA), and Occupational Safety and Health Administration (OSHA). This includes monitoring changes in regulations, assisting with facilitating staff training on compliance matters, preparing documentation for audits and inspections, and collaborating with internal and external stakeholders to address and resolve compliance issues as they arise. Ensures that laboratory practices, recordkeeping, and reporting are consistent with the requirements of these agencies to maintain certification, accreditation, and legal compliance.

5% Assists with the preparation of protocols for testing and laboratory training course outlines and assists with training new staff as necessary.

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: 4/24/26