

**DUTY STATEMENT**

Employee Name:	Position Number: 580-530-7787-XXX
Classification: Medical Consultant I	Tenure/Time Base: Permanent / Full-Time
Working Title: Medical Clinical Consultant	Work Location: 850 Marina Bay Parkway, Richmond CA 94804
Collective Bargaining Unit: R16	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Family Health / Genetic Disease Screening Program	Branch/Section/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 on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's 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 serving as the statewide physician clinical interface for the California Newborn Screening (NBS) and Prenatal Screening (PNS) Programs. The incumbent provides physician-level medical consultation, clinical oversight, and program and policy guidance requiring independent clinical judgment and authority. The position also functions as a Medical Clinical Consultant to the Genetic Disease Laboratory Services Branch (LSB), provides physician support to the California Birth Defects Monitoring Program (CBDMP) as needed, and serves as a clinical interface with clinicians and researchers to support activities of the California Biobank Program (CBP).

Under the direction of the Public Health Medical Administrator I (PHMA I), the Medical Consultant I

provides statewide medical consultation on complex clinical case management, interpretation of laboratory findings, and program-wide clinical standards. The position provides oversight of clinical protocol governance and compliance, contributes to the development and evaluation of clinical policies and protocols, and serves as the primary physician liaison with Area Service Centers (ASCs), Specialty Care Centers (SCCs) and Case Management and Coordination Services (CMCS) Centers to support uniformity and quality of clinical decision-making across the Genetic Disease Screening Program (GDSP).

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**Special Requirements**

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- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: 5% in-state travel for training, meetings, and conferences
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification: Possession of the legal requirements for the practice of medicine in CA.
- Other:

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

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- 35% Serves as the primary physician over the clinical interface for Newborn Screening (NBS) and Prenatal Screening (PNS) program partners such as SCCs. Engages directly with program and contractor Medical Directors and Medical Consultants to ensure consistent statewide implementation of clinical protocols and standards. Reviews, provides clinical input while engaging with sub-specialists as needed, and approves care coordination and follow-up protocols from a physician standpoint, ensuring they are appropriate and aligned with program standards and scope-of-practice requirements. Supports the development and refinement of clinical protocols, risk assessment methodologies, and statewide follow-up standards to ensure high-quality, consistent care across GDSP. Ensures that clinical practices and workflows align with established medical standards, regulatory requirements, and program policies.
- 25% Serves as the primary clinical liaison between the Laboratory Services Branch and GDSP partners, ensuring effective integration of laboratory operations with clinical workflows and follow-up processes. Provides physician-level guidance on the clinical interpretation and application of laboratory results, including functioning in a Clinical Laboratory Improvement Amendments (CLIA) Clinical Consultant capacity as needed. Collaborates with laboratory and program partners to develop and refine testing algorithms, reporting frameworks, and follow-up pathways to support timely and appropriate care. Ensures that clinical practices align with regulatory requirements and program standards.
- 20% Participates in statewide meetings and partner forums involving SCCs and other stakeholders to support coordination and consistency in program implementation. Provides clinical input into the design, development, and enhancement of GDSP systems (e.g., Screening Information System (SIS) and Laboratory Information Management System (LIMS)), including requirements, workflow integration, and usability. Identifies clinical workflow needs that support effective system adoption and continuous improvement. Establishes and maintains cooperative relationships with the medical profession and allied groups, provider organizations, advisory committees, and other public and private agencies engaged in providing newborn

and prenatal screening services.

- 10% Provides physician-level consultation to support alignment of GDSP services and partnerships with clinical standards and statewide screening objectives. Reviews and provides clinical input on Scopes of Work (SOWs), contracts, and related agreements to ensure that workflows and deliverables support appropriate care and follow-up. Advises on the clinical appropriateness of contracted services, including diagnostic evaluation and specialty care coordination, ensuring alignment with standards of care and scope-of-practice requirements. Assists in developing policies, standards, and guides on the administration of the medical aspects of the GDSP's programs to assure compliance with State and Federal regulations. Collaborates with program and administrative staff to ensure clinical intent is accurately reflected in operational processes.
- 5% Provides physician-level consultation to support the CBP, serving as clinical interface with researchers, clinicians, and program partners when escalation is needed by the CBP lead. Advises on the clinical context of medical testing inquiries to the CBP lead, including those initiated by clinicians or families, ensuring that such requests are appropriate, consistent with program policies, and aligned with applicable regulatory and ethical standards. Supports the integration of biobank governance and compliance standards to strengthen biobank operations, protocols, and reporting practices.

**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: Skip Thomas

Date: 5/12/2026