

DUTY STATEMENT

Employee Name: Vacant	Position Number: 580-530-7674-909
Classification: Public Health Medical Administrator I	Tenure/Time Base: Permanent / Full-Time
Working Title: Assistant Division Director – Program and Quality	Work Location: 850 Marina Bay Parkway, Richmond, CA 94804
Collective Bargaining Unit: M16	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.

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 serving as the clinical consultant for Clinical Laboratory Improvement Amendments (CLIA)-related compliance, quality improvement, and programmatic oversight for two branches within the Genetic Disease Screening Program (GDSP): the Program and Policy Branch (PPB) and the Laboratory Services Branch (LSB). These branches manage critical public health initiatives, including the Newborn Screening Program, Prenatal Screening Program, California Birth Defects Monitoring Program, and Biobank Program Operations.

The PHMA I serves as the CLIA clinical consultant and Medical Subject Matter Expert (SME) providing medical, legislative, and programmatic guidance to ensure the effectiveness, compliance, and advancement of screening and laboratory services statewide.

The incumbent works under the administrative direction of the Public Health Administrator II, CEA, Division Chief of GDSP.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: Up to 10% in-state and out-of-state travel.
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification: Valid California Medical License
- Other:

Essential Functions (including percentage of time)

- 30% Leads quality oversight activities and meetings with internal and external SME partners across all GDSP programs, including Newborn Screening (NBS), Prenatal Screening (PNS), CA Birth Defects Monitoring Program (CBDMP) and Biobank operations. Participates in strategic planning and quality metrics development for outcome tracking, incident resolution, and continuous improvement. Serves on the GDSP Clinical Quality Management team, ensuring cross-sectional integration of medical oversight with operational functions. Provides strategic direction and leadership to the Continuing Medical Education (CME) team, fostering a culture of continuous improvement and professional development. Monitors and reports on CME program outcomes, using data to drive decision-making and program enhancements.
- 30% Serves as the designated Clinical Consultant to the CLIA-certified Genetic Disease Laboratory (GDL), ensuring ongoing compliance with federal CLIA regulations. Provides expert guidance on test performance specifications, analytical validation, proficiency testing, and corrective actions. Reviews, interprets, and approves complex laboratory data, and contributes to establishing clinical thresholds and medical decision limits. Collaborates with the laboratory director and quality assurance teams on clinical validity, test updates, and regulatory readiness. Speaks with external providers/clinicians when required for quality oversight.
- 25% Directly supervises and provides mentorship to the branch managers of LSB and Program and Policy Branch (PBB). Works closely with the Public Health Medical Officer III and medical consultants Responsible for clinical protocol development and provider consultation. Oversees and develops the vision, strategic operations performance, and accountability of the LSB and PBB branch managers, ensuring alignment with GDSP objectives. Conducts staff performance reviews and ensures professional development opportunities. Serves as GDSP's clinical representative on advisory councils and academic collaborations. Presents GDSP's clinical

initiatives at state and national meetings, scientific conferences, and external partner forums.

10% Represents the GDSP Division Chief when appropriate to other representatives from both the department and other agencies, including the Department of Finance and other state newborn screening program directors, and in stakeholder engagement related to clinical program priorities. Attends legislative hearings and briefings and may be called upon to provide written and/or oral summaries or details. Assists in the planning, coordination, and management of bill analyses and departmental positions on relevant state and federal legislative proposals Prepares and gives presentations at conferences and meetings (both in-person and virtual meetings). Responsible for making presentations to executive management staff relating to the program’s genetic counselor licensure program, laboratory, and the delivery of program services. Guides regulation development to align with scientific, clinical, and public health best practices. Provides cross coverage of the Division Chief when necessary and provides backup for lab director when needed.

Marginal Functions (including percentage of time)

5% Leads and performs special projects and 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: 2/20/26