

DUTY STATEMENT

Employee Name: VACANT	Position Number: 580-530-5643-008
Classification: Research Scientist Supervisor I	Tenure/Time Base: Permanent / Full-Time
Working Title: Data Analytics and Bioinformatics Unit Chief	Work Location: 850 Marina Bay Parkway, MS 8200 Richmond, CA 94804
Collective Bargaining Unit: S10	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Family Health / Genetic Disease Screening Program	Branch/Section/Unit: Laboratory Services Branch / Administrative Supervisor Section / Data Analytics and Bioinformatics 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 Chief of the Data Analytics and Bioinformatics Unit. The incumbent independently supervises, coordinates, and leads assay development, focusing on designing, analyzing, and optimizing new chemistries, methodologies, and laboratory techniques. The position contributes to experimental design and oversees the analysis of research, verification, and validation data, including the development of quality control measures and validation plans for newly developed assays. The incumbent works collaboratively with other Research Scientists to advance

methodological innovation, laboratory quality, and program objectives. This role may secure funding through external sources when necessary and may support these efforts in collaboration with the Genetic Disease Screening Program (GDSP) state-contracted follow-up centers, and other agencies, including universities, foundations, voluntary agencies, and other partnering organizations.

The incumbent works under the general direction of the Research Scientist Supervisor II, Chief of the Administrative Supervisor Section.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: 5% for trainings, meetings, and conferences.
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

- 40% Plans, directs, and coordinates staff activities to ensure effective execution of laboratory research and operational objectives. Reviews and evaluates technical work products; provides expert guidance on both basic and advanced chemistries, laboratory techniques, and methodological approaches. Develops and deploys robust and innovative strategies to support research studies across a variety of NGS protocols and related technologies. Establishes, implements, and maintains best practices for analyzing data and drawing scientifically sound conclusions in research projects. Designs and enhances methods for automating data processing and the analysis of large, complex datasets. Leads workforce planning efforts, including recruiting and hiring State, grant funded, and contract staff; conducts performance evaluations; approves leave requests; and ensures adherence to personnel policies and timelines.
- 25% Independently plans, designs, and coordinates genomic research studies; performs in depth data analysis; interprets results; and prepares scientific reports and presentations for statewide partners, stakeholders, and program leadership. Conducts major investigations and research projects related to newborn screening, including reduction activities, testing, screening algorithms, referral pathways, treatment evaluation, and long term follow up outcomes. Develops statistical analysis plans (SAPs) for validation and pilot studies. Develops and maintains tools for data mining and quality control of clinical testing in alignment with the LSB Quality Management Plan. Monitors key quality indicators, including positivity rates and allele frequencies. Leads the application of advanced machine learning and data science methods to discover, model, and visualize genomic patterns and emerging findings.
- 15% Carries out routine supervisory and administrative responsibilities, including hiring, onboarding, timekeeping, probationary reviews, and annual performance evaluations. Oversees staff assignments to ensure alignment with program priorities, laboratory workflows, and regulatory requirements. Monitors workload distribution, evaluates task progress and completion, and takes corrective action as needed to maintain efficiency and quality standards. Establishes clear performance expectations and accountability measures. Supports staff professional development

by providing targeted training, mentorship, and succession planning opportunities. Assists in ensuring program compliance with regulatory requirements, including CAP, CLIA, HIPAA, FDA, OSHA, and other applicable federal and state oversight agencies.

- 15% Serves as a specialized consultant to the Biobank Unit and the Genetic Disease Laboratory, providing leadership and oversight for Biobank informatics functions. Manages processes related to NBS specimen destruction requests submitted by parents and oversees the coordination, review, and fulfillment of research data requests received through the Biobank. Works collaboratively with Biobank stakeholders to ensure compliance with policies, data integrity, secure data handling, and timely delivery of information. Contributes expert guidance to support program operations, research initiatives, and strategic planning involving Biobank resources.

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: 6/8/26