

DUTY STATEMENT

Employee Name:	Position Number: 580-805-7705-004
Classification: Public Health Medical Officer III	Tenure/Time Base: Permanent/Full-Time
Working Title: Medical Officer	Work Location: 850 Marina Bay Parkway, Building E-150 Richmond, CA 94804
Collective Bargaining Unit: Bargaining Unit 16	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Health Care Quality (Center)	Branch/Section/Unit: Healthcare Associated Infections Program

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 on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by serving in a specialist capacity as expert medical consultant for the prevention of healthcare-associated infections for the HAI Program, other programs in the Department of Public Health, and other state and local agencies and organizations.

The incumbent works under the administrative direction of the Assistant Chief of the Healthcare Associated Infections Program (HAI Program), Center for Healthcare Quality.

Special Requirements

- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: 10%
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☒ License/Certification: M.D.
- ☐ Other:

Essential Functions (including percentage of time)

- 35% Provides consultation and oversight in the planning, organization, and conduct of epidemiologic investigations of healthcare-associated infections. Provides direct assistance in the epidemiologic investigation of outbreaks of healthcare-associated infections and recommends control and prevention measures to local health departments when requested. Coordinates epidemiologic investigations with local, state, federal and other responding agencies. Serves as a medical lead for healthcare-associated infection prevention and control activities for emergency preparedness and response, including pandemic influenza, bioterrorism, and emerging infectious diseases.
- 30% Develops State guidance to prevent and control healthcare-associated infections. Provides education and training to healthcare providers on prevention and control of healthcare-associated infections. Provides education and consultation on healthcare-associated infections to partners and stakeholders, including other programs in the Center for Health Care Quality such as Licensing and Certification, the Healthcare-Associated Infections Advisory Committee, the Division of Communicable Disease Control and other programs in the Center for Infectious Diseases, other programs in the Department of Public Health, other state agencies including the Department of Health Care Services, local health departments, and other governmental and non-governmental agencies concerned with healthcare-associated infections. Maintains expertise in the diagnosis and prevention of healthcare-associated infections, including recommendations of the Centers for Disease Control and Prevention (CDC), professional organizations and the standards of practice in the medical community.
- 25% Serves as clinical consultant to HAI Program team leads, local health departments, and other CDPH programs on healthcare-associated infections. Assists in planning, organizing, and directing HAI Program activities, such as related to healthcare epidemiology and antimicrobial stewardship. Initiates, plans, and directs comprehensive studies and projects aimed to reduce the incidence of healthcare-associated infections and antimicrobial resistance occurring in California healthcare facilities. Leads statewide activities for the prevention and surveillance of antimicrobial-resistant and other emerging healthcare-associated infections. Oversees high-level program initiatives and special projects. Analyzes and interprets surveillance data and identifies areas with the greatest opportunity for prevention to direct efforts and plan resource allocation.
- 5% Conceives and develops grant proposals for outside funding to supplement and extend research and program activities related to the prevention of healthcare-associated infections and transmission and emergence of antimicrobial-resistant infections. Presents findings at scientific medical conferences and publishes findings in peer-reviewed journals.

Marginal Functions (including percentage of time)

5% Performs other work-related duties as necessary.

☐ 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: DS

Date: 3/4/26