

DUTY STATEMENT

Employee Name:	Position Number: 580-750-8338-001
Classification: Health Program Specialist I	Tenure/Time Base: Permanent/Full-time
Working Title: Regulatory Specialist	Work Location: 850 Marina Bay Pkwy, P-1, Richmond CA 94804
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Laboratory Sciences	Branch/Section/Unit: Laboratory Field Services Branch

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 ensuring legislation, regulations, policies and procedures align and enable quality standards in clinical and public health laboratories, tissue and blood banks, the production of biologics, and laboratory scientists through licensing, examination, inspection, and proficiency testing.

The Health Program Specialist I (HPS I), acting as the Regulatory Specialist, will serve as a technical program consultant and provides complex technical assistance identifying the impact of both state and federal legislation on the activities and mission of LFS. Responsible for researching, writing, and editing regulatory documents and for the development and submission of regulation packages required to implement California law pertaining to LFS program standards and

requirements. The incumbent is the technical expert on emerging laboratory regulations and policies impacting LFS. Communicates with key internal and external stakeholders, federal, state, and local oversight agencies, and the regulated community on detailed, sensitive, and emergent administrative, regulatory and policy issues.

Works under the general direction of the Branch Chief, Laboratory Field Services Branch.

Special Requirements

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

Essential Functions (including percentage of time)

- 35% Independently develop complex and sensitive regulation packages in conformity with department policies and the California Administrative Procedures Act (APA) requirements for adopting, amending, and repealing regulations. Ensure Branch regulations comply with the APA standards of clarity, necessity, authority, reference, and duplication of other federal or state statute or regulations and consistently applies other applicable laws.
- 25% Perform independent research and analysis of statutory program requirements. Consult with other department program leads as well as external and internal subject matter experts to adopt, amend, and repeal regulations. Advise the Branch Chief on the need for regulatory action and assess the fiscal and economic impact of proposed regulations based on the operations of the Center.
- 20% Coordinate and facilitate pre-notice stakeholder meetings. Serve as the liaison for the Rulemaking Project Teams and coordinate with management on regulation packages being developed. Maintain cooperative working relationships with all appropriate parties. Prepare project plans with statutory regulation deadlines. Prepare reports and other regulation-based assignments, which include program policies and procedures. Respond to inquiries from the general public on department regulations.
- 15% Advise the Branch Chief on strategies to develop and promote regulations of statewide significance. Provide specialized guidance and assistance to policy analysts on legislation to determine regulatory needs. Translate statutory requirements into program concepts and formal regulations. Assist program staff with understanding appropriate regulatory roles, rights, responsibilities, and enforcement options.

Marginal Functions (including percentage of time)

- 5% Performs other HPSI job-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: CO

Date: 8/11/26