

DUTY STATEMENT

Employee Name: Vacant	Position Number: 580 732 7951 001
Classification: Public Health Microbiologist Supervisor	Tenure/Time Base: Permanent, Full-time
Working Title: Viral Pathogens Supervisor	Work Location: 850 Marina Bay Parkway Richmond, CA 94804
Collective Bargaining Unit: S10	Position Eligible for Telework (Yes/No): No
Center/Office/Division: Center for Laboratory Sciences/Infectious Diseases Laboratories Division	Branch/Section/Unit: Viral and Rickettsial Diseases Laboratory Branch/Respiratory & Gastroenteric Diseases Section/Respiratory Diseases 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 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 supervising work in the field of infectious diseases for the detection of influenza, enterovirus, adenovirus, SARS-CoV-2, norovirus, rotavirus and other respiratory and gastroenteric viruses using real-time PCR, genetic sequencing, and cell culture. The Public Health Microbiologist (PHM) Supervisor is responsible for the supervision of PHM I, II, and Specialists and Research Scientist, Microbiologists, Research Associates, and other scientific staff.

The PHM Supervisor is a Unit Supervisor of the Respiratory and Gastroenteric Diseases Section

(RGDS). Duties include providing day-to-day administrative guidance and direction to subordinates. This includes planning, organizing, and directing tasks related to the current scientific studies or public health investigations (diagnostic or surveillance) of broad scientific scope and complexity. The PHM Supervisor will be expected to make independent decisions and serve as a consultant to other lower-level scientists conducting studies in the field of respiratory and gastroenteric diseases. The administrative duties of the PHM Supervisor will include budgeting and program planning for scientific research projects and investigations, recruitment, training, and supervising appropriate research personnel and other lower-level staff. The PHM Supervisor may conduct highly specialized phases of a major scientific project or investigation that would require coordination with professional staff from other State, local, or Federal agencies and publish or present such scientific research or investigations to other public health experts and the community.

Responsibilities also include recruitment, placement, and performance evaluation of personnel; organizing, analyzing, and reviewing testing results; development and evaluation of protocols; and quality assurance and quality control. The PHM Supervisor will act as a Federal Clinical Laboratory Improvement Amendments (CLIA) Technical and General Supervisor as part of our quality assurance and quality control. The PHM Supervisor oversees work with potentially infectious materials in a biosafety level 2 or 3 laboratory. Use of appropriate biosafety precautions, including personal protective equipment required as necessary, as well as standing or sitting for long periods of time in a laboratory environment.

The incumbent works under the general direction of the Research Scientist Supervisor II of the Respiratory & Gastroenteric Diseases Section within the Viral and Rickettsial Diseases Laboratory Branch.

Special Requirements

- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☐ Travel:
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☒ License/Certification: California Public Health Microbiologist Certification
- ☒ Other: Vaccinations may be required

Essential Functions (including percentage of time)

35% Oversee and direct molecular and serological testing for viruses in accordance with CLIA regulations. Review all results and direct further testing as necessary. Review and supervise quality control procedures and practices in Section, including standardization of reagents, test controls, and quality assurance methods. Provide oversight of the proficiency testing (PT) program for the Section in accordance with CLIA regulations.

20% Assign work priorities and duties to personnel in the Section. Assume responsibility for quality and quantity of work output for Section. Provide training and guidance of personnel in diagnostic procedures. Evaluate personnel and complete performance evaluations and probation reports. Oversee adherence to laboratory safety procedures.

- 20% Provide technical leadership, specialized skills, training and guidance of microbiologists and other laboratory staff in the performance of complex and standard assays for the characterization of human viral and rickettsial pathogens. Develop and perform complex serologic and molecular tests. Provide guidance and direction of complex public health investigations.
- 10% Provide technical assistance, training, and support to local public health laboratories. Organize and conduct training classes and workshops in virology methods and procedures.
- 10% Review current scientific literature and participate in conferences to keep informed of technological and diagnostic advances in virology. Write technical protocols and reports and collaborate in preparation of manuscripts for publication.

Marginal Functions (including percentage of time)

- 5% Perform other administrative 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: CP

Date: 9/15/26