

DUTY STATEMENT

Employee Name:	Position Number: 580-732-5643-909
Classification: Research Scientist Supervisor I	Tenure/Time Base: Permanent/Full-Time
Working Title: CoRRDS Unit 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 of Laboratory Sciences/Infectious Diseases Laboratories Division	Branch/Section/Unit: Viral and Rickettsial Diseases Laboratory Branch/ Respiratory and Gastroenteric Diseases Section / COVID, Respiratory, Research, Development and Sequencing (CoRRDS) 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 being responsible for the supervision of Research Scientists and other lower-level staff.

The Research Scientist Supervisor (RSS) I, acting as the COVID, Respiratory, Research, Development and Sequencing (CoRRDS) Unit Supervisor, is responsible for overseeing and

providing technical leadership CoRRDS Unit within the Respiratory and Gastroenteric Diseases Section (RGDS). Core duties include delivering daily administrative direction and guidance to subordinate staff, along with planning, organizing, and managing activities associated with scientific research studies or public health investigations of substantial scope and complexity. The RSS I is required to exercise independent judgment and act as a consultant to junior scientists working on respiratory and gastroenteric diseases. Administrative responsibilities encompass budget management, program planning for research projects and investigations, recruitment, training, and supervision of research personnel and support staff. Additionally, the RSS I will lead highly specialized aspects of significant scientific projects or investigations, collaborating with professionals from State, local, or Federal agencies, and will be expected to publish or present research findings to public health professionals and the wider community.

The incumbent works under the general direction of the Research Scientist Supervisor II of the Respiratory & Gastroenteric Diseases Section (RGDS) within the Viral and Rickettsial Disease Laboratory (VRDL) 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:
- ☐ Other:

Essential Functions (including percentage of time)

- 35% Provide supervision to Research Scientists and other staff within the RGDS, CoRRDS Unit. Responsible for daily laboratory tasks supporting research and surveillance projects, primarily utilizing advanced molecular detection and Whole Genome Sequencing/ Next-Generation Sequencing (WGS/NGS) methods for viral respiratory and gastrointestinal pathogens. Offer administrative guidance, oversee planning and organization of major scientific research and public health laboratory investigations, and manage budgets to maintain necessary laboratory supplies. Additionally, recruit and train laboratory personnel to ensure adequate staffing for project completion. Exercise independent judgment and serve as a subject matter expert consultant to colleagues within the Section and the VRDL.
- 30% Develop and adapt laboratory methods, techniques, and procedures to facilitate complex research studies advancing public health diagnosis and surveillance of respiratory and gastroenteric diseases, with a focus on molecular methodologies such as qPCR and WGS/NGS. Act as a consultant to lower-level scientists, microbiologists, and laboratory staff, providing technical leadership, specialized expertise, training, and guidance in research design and implementation for microorganism detection and characterization.

- 15% Lead highly specialized phases of significant scientific projects or investigations in collaboration with professional staff from State, local, or Federal agencies as required.
- 10% Author reports and manuscripts, share scientific research findings with public health professionals and the community, and review current literature. Participate in conferences to remain updated on technological and diagnostic advances in microbiology, particularly virology and related molecular biology.

Marginal Functions (including percentage of time)
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- 5% Facilitate, elucidate, and coordinate scientific research concerning respiratory and gastroenteric diseases relevant to public health. Interpret critical research findings for application by public health experts and the broader community and offer advisory support to local public health departments and other professionals to disseminate new findings and innovative methodologies arising from research studies.
- 5% Other 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: Christina Morales	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

HRD Use Only:

Approved By: CP

Date: 9/28/26