

DUTY STATEMENT

Employee Name:	Position Number: 580-732-5651-003
Classification: Research Scientist Supervisor II	Tenure/Time Base: Permanent/Full-Time
Working Title: Molecular Immuno-Serology Section Chief	Work Location: 850 Marina Bay Parkway, Richmond, CA 94804
Collective Bargaining Unit: S10	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Laboratory Sciences/Infectious Diseases Laboratories Division	Branch/Section/Unit: Viral and Rickettsial Disease Laboratory Branch, Molecular Immuno-Serology Section

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 mission by leading and supervising the Molecular Immuno-Serology Section of the Viral and Rickettsial Disease Laboratory (VRDL) Branch. The Section Chief provides scientific, technical, and supervisory oversight for complex laboratory activities involving viral disease detection, characterization, and control. The incumbent directs the development and evaluation of advanced immunologic and molecular diagnostic methods; supervises staff; ensures compliance with safety, quality, and regulatory requirements; and guides the interpretation of diagnostic and research data. The incumbent conducts

applied and basic research to enhance diagnostic capability and understanding of viral pathogenesis using advanced and emerging technologies. The position serves as a primary technical consultant to VRDL and Infectious Diseases Laboratories Division (IDLD) programs, local public health laboratories, academic partners, visiting scientists, and trainees, and supports statewide training and technology-transfer efforts. The incumbent also provides leadership in planning and directing sensitive, complex research studies and public health investigations of statewide significance, including arboviral, rabies, and free-living amoebae testing and surveillance.

The incumbent works under the direction of the Branch Chief (Research Scientist Manager) of the VRDL Branch.

Special Requirements

- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: 5%
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

- 35% Independently conceive, plan, organize, implement, and supervise major interdisciplinary laboratory activities of broad scope, high complexity, and significant public health impact. Develop and apply new scientific knowledge in the areas of laboratory diagnostics, immunology, virology, pathogenesis, and the prevention and control of arboviral and other viral diseases, as well as related microbial infections. This includes creating and optimizing new methods for virus detection, identification, and characterization, such as antibody detection through enzyme immunoassays and molecular detection assays. Evaluate staff performance; ensure appropriate equipment, supplies, working conditions, and test protocols are in place; maintain staff adherence to safety rules and laboratory regulations; and ensure robust quality control procedures. Oversee the analysis and interpretation of diagnostic and research test data and results. Support the Department's Equal Opportunity goals and carry out other required supervisory duties.
- 30% Conduct applied and basic laboratory research on viral diseases of public health importance and on rapid viral and immunologic methods that address the Department's need for improved diagnostic testing, enhanced microbiologic support, deeper understanding of viral pathogenesis, and strengthened disease prevention and control. Design and execute detailed, complex research protocols using state-of-the-art and emerging technologies, including serologic methods such as neutralizing antibody assays, immunofluorescence, polymerase chain reaction (PCR), molecular immunologic techniques, monoclonal antibody techniques, enzyme immunoassays, nucleic acid hybridization methods, virus isolation and purification procedures, assays of lymphocyte responses, cytotoxic T-cell assays, antibody-dependent cell cytotoxicity, immune activation techniques, and other rapid and specific methods for antibody and virus detection. Apply these tests and techniques to the investigation, characterization,

and control of viral diseases and demonstrate their validity, reliability, and utility for public health purposes.

20% Provide highly specialized expertise and consultation on established and emerging laboratory methods, as well as on retroviruses, arboviruses, other viral pathogens, and associated assay technologies. Offer technical guidance to staff within the VRDL, the IDLD, and other Department programs, as well as to local health departments, universities, research and reference laboratories, visiting scientists, and trainees. Contribute to the Department's training initiatives by assisting in the development and delivery of training activities and by facilitating the transfer of technical knowledge and laboratory methods to local laboratories.

10% Contribute laboratory-generated information to surveillance activities and prepare summaries and reports that inform CDPH leadership of emerging public health trends. Develop written materials for publication and presentation to scientific and public audiences. Assist in preparing scientific grant proposals to secure extramural funding that supports and advances the Department's work in understanding and addressing viral diseases.

Marginal Functions (including percentage of time)

5% Perform additional duties assigned, including supporting other units or sections to provide surge capacity when needed. Some travel may be 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: 9/24/26