

DUTY STATEMENT

Employee Name:	Position Number: 580-720-5612-909
Classification: Research Scientist IV (Microbiological Sciences)	Tenure/Time Base: Permanent/Full-Time
Working Title: Senior Science Advisor	Work Location: 850 Marina Bay Parkway Richmond, CA 94804
Collective Bargaining Unit: R10	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Laboratory Sciences/ Division of Environmental Health Laboratories	Branch/Section/Unit:

Commented [CA1]: Is this the correct parenthetical? If not, please update along with position number.

Commented [BN2R1]: Yes

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 in 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 strengthening the state environmental public health and laboratory testing program.

The Research Scientist IV (RSIV) will serve as a Senior Science Advisor by leading the integration of Drinking Water & Radiation Laboratory Branch (DWRL), Environmental Health Laboratory Branch (EHL), and Food & Drug Laboratory Branch (FDL) into the Center for Laboratory Sciences, Division of Environmental Health Laboratories (DEHL). Responsible for consulting on effective coordination and alignment of the lab programs for testing workload; instrument allocation, operations, and

maintenance; regulatory compliance, quality management systems, and laboratory information management; and research grants, contracts, and document approvals.

The incumbent works under the administrative direction of the Division Chief of the Division of Environmental Health Laboratories, Center for Laboratory Sciences.

Commented [CA3]: Per CalHR class spec.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: 5-10% as necessary
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

- 40% Maintains the quality system for all DEHL laboratories. Updates, revises, and maintains the quality assurance manuals, standard operating procedures (SOPs), and other quality documents to ensure compliance to ISO/IEC 17025:2017 specifications. Performs and documents corrective actions, including follow-up monitoring to gauge the effectiveness of corrective action. Maintains microbiological equipment traceability records and documenting Quality Assurance/Quality Control requirements. Oversees the maintenance of calibration of pipettes, thermometers, balances, and any other measuring equipment. Works with the accreditation body during site audits and prepares all necessary documents to the accreditation body for maintenance of ISO/IEC 17025:2017 accreditation. Serves as subject matter expert for all aspects of quality assurance in DEHL to conform to ISO/IEC 17025:2017. Ensure that the different laboratory programs are working together in a harmonious and efficient way to handle the amount and type of tests that need to be performed by analyzing regular monthly reports on test methods, number of samples, quality tracking statistics, and other representations to show laboratory capacity, capability and quality. Setting clear goals and expectations, and conduct regular meetings with lab quality staff and managers to go over quality requirements, workload, and resources. Communicating regularly, sharing resources and information, and resolving any conflicts or issues that may arise and elevate to Division level for correction if necessary. Coordinating and aligning the lab programs, the testing workload can be distributed evenly and completed in a timely manner.
- 30% Managing the use, functioning, and upkeep of the laboratory's instruments. Assigning the instruments to the appropriate laboratory programs or projects. Ensuring laboratory instruments are operating correctly and safely through quality validation documents, and ensuring required documentation of performing regular checks and repairs are completed by laboratory staff as required by the Quality manual and Standard Operating Procedures. Has oversight over the laboratory's cleaning, calibrating, labeling, and disposing of equipment and waste properly. Researches, analyzes, and proposes improvements to the laboratories to better optimize their performance and quality.
- 15% Ensuring that the laboratories deliver high-quality results and organizing and storing the laboratories data. Oversees data review, quality assessment, and monitoring in pre-production

phases of the incoming data as well as post-production phases. Identifies and troubleshoots data quality issues quickly and efficiently; documents and reports on status; and monitors data outputs. Adhering to the relevant laws, regulations, and policies, implementing, and monitoring the best practices and procedures for the laboratories, and using software and tools to collect, analyze, and share the lab information.

10% Negotiates, develops, and manages grant agreements and/or contracts, and maintains communication and collaboration with grant recipients to ensure compliance with the terms and objectives of the grant. Works closely with grantees to address issues as they arise, handling amendments, invoices, and closeout tasks. Prepare written communications, review reports, documents, and write technical publications as required, including peer-reviewed scientific publications. In consultation with program staff, assist in program evaluation, planning and coordination of activities.

Marginal Functions (including percentage of time)

5% Other work-related duties as assigned.

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: AC
 Date: 8/26/24

DUTY STATEMENT

Employee Name:	Position Number: 580-720-5608-909
Classification: Research Scientist IV (Chemical Sciences)	Tenure/Time Base: Permanent/Full-Time
Working Title: Senior Science Advisor	Work Location: 850 Marina Bay Parkway Richmond, CA 94804
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Supervisor's Signature	Date	Employee's Signature	Date

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