

DUTY STATEMENT

Employee Name:	Position Number: 580-732-5654-004
Classification: Research Scientist Supervisor II (Microbiological Sciences)	Tenure/Time Base: Permanent/ Full-Time
Working Title: Molecular Immunoserology 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 Laboratory Division	Branch/Section/Unit: Viral and Rickettsial Disease Laboratory Branch/Molecular Immunoserology Section (MIS)

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 providing supervision of the Molecular Immuno-Serology Section. The incumbent provides administrative guidance and leadership in planning, organizing, and directing difficult and complex major original scientific research studies or public health investigations that have broad statewide scientific scope, high sensitivity, and policy impact in the area of viral diagnostic and surveillance testing. The incumbent works under the direction of the Branch Chief (Research Scientist Manager) of the Viral and Rickettsial Disease Laboratory (VRDL) Branch.

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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)

- 40% Provides administrative and logistical short-term and long-term input, oversight and guidance to Section staff for designing, planning, validating, and implementing new and innovative test methods for the laboratory detection and/or diagnosis/immune status of viruses and other pathogens of public health importance including arboviruses, rabies, and other vector-borne diseases and rickettsial agents. Directs staff in the development and implementation of complex analytical serologic, molecular, and other virologic methods and tools to develop new tests to aid in the recognition of traditional and emerging diseases. Oversees the Section's laboratory testing program and ensures validations are in compliance with analytical sensitivity, specificity, reproducibility, positive and negative predictive values as mandated by the federal Clinical Laboratory Improvement Act (CLIA). Supervisory responsibilities: ongoing oversight and evaluation of staff performance and competency, assures that appropriate equipment, supplies, working conditions, and test protocols are available and utilized when appropriate; assures staff are properly trained in and adhere to laboratory safety requirements and other mandated laboratory regulations; assures adherence by staff and overall Section to the VRDL Quality Assurance program; provides guidance to staff in the analysis and interpretation of diagnostic and research test data and results; assists in promoting the Department's Equal Opportunity Goals and performs other supervisory duties as required.
- 25% Conducts applied and basic laboratory research on viral diseases of public health importance and rapid viral, immunologic, and other methods, which meet the Department's need for improved diagnostics and support/contribute to epidemiologic studies and knowledge of viral disease pathogenesis, disease prevention and control. Designs and oversees detailed, complex research protocols; utilizes state-of-the-art and innovative methods including immunofluorescence, polymerase chain reactions (PCR), monoclonal antibody methods, enzyme immunoassays, nucleic acid hybridization techniques, virus isolation and purification methods, and other rapid and specific antibody and virus identification methods. Validates and implements these tests and methods to the study and control of viral diseases.
- 20% Provides highly specialized expertise and consultation on standard and new laboratory methods and knowledge about arboviruses, other viruses and viral assay methods, to staff in the Viral & Rickettsial Disease Laboratory, the Infectious Diseases Laboratory Division, Center for laboratory Sciences and other Department units, and to local health departments, academic and

other research or reference laboratories, visiting scientists and trainees. Assists in the Department’s training efforts, and in transferring technical expertise to local laboratories.

10% Utilizes laboratory findings to contribute to surveillance data and for reports that may be used to inform CDPH leadership of public health trends and to prepare reports for publication in scientific journals and books, for presentation to scientific groups and to the public; develops research grant proposals for outside funding to supplement and extend the Department’s efforts and progress in understanding and controlling viral diseases.

Marginal Functions (including percentage of time)

5% Performs other job-related duties.

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: Debra Wadford	Date	Employee’s Name:	Date
Supervisor’s Signature	Date	Employee’s Signature	Date

HRD Use Only:
 Approved By: SB
 Date: 5/30/2024