

DUTY STATEMENT

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| Employee Name: | Position Number: 580-732-7954-909 |
| Classification: Public Health Microbiologist I | Tenure/Time Base: Permanent/Full-Time |
| Working Title: Respiratory and GI Microbiologist | Work Location: 850 Richmond Parkway, Richmond, Ca 94804 |
| Collective Bargaining Unit: R10 | Position Eligible for Telework (Yes/No): No |
| Center/Office/Division: Center For Laboratory Sciences/Infectious Diseases Laboratory Division | Branch/Section/Unit: Viral and Rickettsial Disease Laboratory Branch/ Respiratory and 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 CDPH's mission and strategic plan by preparing for and responding to public health threats by performing collaborative surveillance and research activities on pathogenic viral agents with Federal, State, and local partners. The Public Health Microbiologist (PHM) I provides technical leadership and assists in the planning and direction of work relating to respiratory and gastroenteric diseases including, but not limited to, diagnostic testing and reporting, training, and maintaining compliance with the CDPH's Viral and Rickettsial Disease Laboratory (VRDL) Quality Assurance (QA) and Quality Control (QC) program.

The incumbent works under the general direction of the Research Scientist Supervisor II(Microbiological Sciences).

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: Public Health Microbiologist Certificate Issued by the California State Department of Health Services
- Other: Vaccinations may be recommended

Essential Functions (including percentage of time)

- 30 % Under direction and guidance, performs, interprets, and reports moderately complex diagnostic and reference testing for virus identification including, but not limited to, specialized cell culture procedures, hemagglutination assays (HA), Real Time Reverse Transcription – Polymerase Chain Reaction (rRT-PCR), pyrosequencing/sequencing, functional enzymatic assays, and other moderately complex virus identification methods according to standard operating procedures (SOPs). Maintains electronic laboratory results databases and utilizes the Laboratory Information Management System (LIMS) to report out diagnostic testing results in compliance with Federal, State, and Clinical Laboratory Improvement Amendments (CLIA) regulations.
- 30 % Monitors and reviews QA/QC of testing procedures, including standardization of reagents, test controls, sterility testing, equipment performance verification and daily monitoring, and other QA/QC duties, such as freezer inventories, archives of stock virus cultures, cell cultures, and testing reagents and kits as needed.
- 20 % Assists senior staff in assay development including, but not limited to, test standardization, validations, verification testing, general assay evaluations, and writing SOPs and laboratory protocols.
- 15 % Assists senior staff in providing technical consultation to local public health and clinical laboratorians by confirming results for referred specimens; assisting in troubleshooting laboratory problems experienced by local public health laboratorians; and providing technical guidance to internal and external laboratory personnel implementing new diagnostic tests. Assists in the training of local laboratory staff (e.g., assistants, technicians, etc.) and microbiologist trainees. May assist in the preparation of technical reports and manuscripts for publication in the scientific literature.

Marginal Functions (including percentage of time)

- 5% Performs other 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.)

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| Supervisor's Name: Christina Morales | Date | Employee's Name: | Date |
| Supervisor's Signature | Date | Employee's Signature | Date |

HRD Use Only:
 Approved By: SB
 Date: 11/21/23