

DUTY STATEMENT

Employee Name:	Position Number: 580-732-5587-909
Classification: Research Scientist II (Microbiological)	Tenure/Time Base: Permanent/Full Time
Working Title: Testing and Quality Assurance Scientist	Work Location: 850 Marina Bay Parkway, Richmond , CA 94804
Collective Bargaining Unit: R10	Position Eligible for Telework (Yes/No): Yes (hybrid in-person)
Center/Office/Division: Center for Laboratory Sciences / Infectious Diseases Laboratory Division	Branch/Section/Unit: Viral & Rickettsial Disease Laboratory (VRDL) Branch / Data, Testing, Epidemiology, and Quality Support (DTEQS) Section / Medical and Epidemiology Liaisons (MELS) 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 analyzing and drawing conclusions from research studies of the microbial, viral, and immunologic aspects of infectious diseases. The employee will: plan, organize and carry out studies of moderate scientific scope and complexity such as the collection and analysis of testing data from surveillance projects for trends and emerging issues relating to viral and rickettsial disease agents of public health significance to share with CDPH, partners, and stakeholders such as local public health

laboratories and the Centers for Disease Control (CDC); will serve as a team member on larger public health projects within the Branch and will act as a technical scientific and data consultant; maintain compliance with the CDPH/VRDL quality assurance and quality control (QA/QC) program and applicable regulations, as well as make decisions and address problems using established guidelines and procedures. Work will be reviewed periodically to ensure that it conforms to established policies and procedures.

This position requires the Incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) 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 regarding attendance, leave, and conduct.

The incumbent works under general supervision of the Research Scientist Supervisor I of the Data, Testing, Epidemiology and Quality Support (DTEQS) Section.

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)

- 30 % Coordinates testing, reporting, and data cleaning and analysis for laboratory surveillance projects, such as the COVIDNet SARS-CoV-2 genomic surveillance project and Poliovirus surge testing. Creates and manages databases for surveillance and testing results; queries and analyzes data in collaboration with other VRDL staff for trends and emerging issues relating to viral and rickettsial disease agents of public health significance. Communicates with CDC for further testing and consultation as necessary.
- 30 % Performs technical and nontechnical tasks to support VRDL staff including but not limited to: preanalytical and post analytical review of data elements and results, managing data and contracts for various CDC/Association of Public Health Laboratories (APHL) projects, management and maintenance of electronic laboratory results databases; leverages data from Laboratory Information Management System (LIMS) and California Reportable Disease Information Exchange (CaREDIE) for trends and data analysis; assigns specimens for laboratory tests at VRDL and reports out test results in compliance with Clinical Laboratory Improvement Act (CLIA) and other State / Federal regulations; reviews and ensures QA/QC procedures and other QA/QC duties as needed.

- 20 % Participates in and coordinates emergency preparedness and response, including but not limited to planning, training and drills or exercises relating to high risk pathogens (e.g., Ebola and Polio); coordinates meetings and writes up reports relating to hotwash and after-action reviews of emergency responses; updates surge response manual annually or as needed; prepares draft situation reports during emergency responses, as needed; liaises with public and private partners for these activities.
- 15 % Receives and organizes clinical paperwork and samples, maintains inventory database of stored samples, prepares/organizes shipping documents, and ships specimens according to need. Serves as a liaison between VRDL and stakeholders/partners to obtain, retrieve, and maintain epidemiological information for samples submitted for testing. Participates in and coordinates internal and external training activities including but not limited to the virology module of the public health microbiology (PHM) training course, state and national webinars, CDC training activities/teleconferences, and CDPH training opportunities. Reviews VRDL related testing guidance and manuals to ensure that information is up to date and accurate to describe current procedural functions and testing guidelines. Provides content for updates of VRDL website as needed, including serving as the VRDL web coordinator and contributor.

Marginal Functions (including percentage of time)

- 5 % Other applicable duties as assigned, including assisting other units or sections as needed for surge capacity.

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: Maria Salas	Date	Employee’s Name:	Date
Supervisor’s Signature	Date	Employee’s Signature	Date

HRD Use Only:
 Approved By: AC
 Date: 9/11/24