DUTY STATEMENT

Employee Name:	Position Number: **580-530-5581-033**
Classification: Research Scientist II (Chemical Sciences)	Tenure/Time Base: Permanent / Full-Time
Working Title: Clinical Chemistry Scientist	Work Location: 850 Marina Bay Parkway, MS 8200 Richmond, CA 94804
Collective Bargaining Unit: R10	Position Eligible for Telework (Yes/No): No
Center/Office/Division: Center for Family Health / Genetic Disease Screening Program Division	Branch/Section/Unit: Laboratory Services Branch / Mass Spectrometry and Molecular Section / Severe Combined Immunodeficiencies Screening 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 in the classification specification for the classification noted above. Classification specifications are located on the California Department of Human Resources' Job Descriptions webpage.

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by performing duties of a clinical chemistry scientist to ensure the quality of performance and outcomes of results from our high complexity Clinical Laboratory Improvement Amendments (CLIA) certified genetic screening laboratories with a principle focus on immunochemical and ribonucleic acid/deoxyribonucleic acid (RNA/DNA) testing for genetic diseases of newborns.

The incumbent works under the general supervision of the Research Scientist Supervisor I (Chemical

Sciences), Chief of the Severe Combined Immunodeficiencies Screening Unit. The Research Scientist II (Chemical Sciences) plans, organizes, and carries out scientific research studies of moderate scientific scope and complexity. This position requires hands-on laboratory work.

This position requires (at the time of appointment) the possession of a valid California Clinical Chemist license, a Clinical Laboratory Scientist (Generalist) license, or a Clinical Genetic Molecular Biologist Scientist license.

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: Possession of a valid California Clinical Chemist license, a Clinical Laboratory Scientist (Generalist) license, or a Clinical Genetic Molecular Biologist Scientist license

Essential Functions (including percentage of time)

40% Performs clinical laboratory activity and testing of moderate scope and complexity using established guidelines. Performs high complexity molecular assays for screening of Severe Combined Immunodeficiencies (SCID), Spinal Muscular Atrophy, and/or other newly added genetic disorders in the screening panel adhering to standard operating procedures. Performs reagent verification to compare and evaluate the usability of new assay kit. Carries out complex molecular assays for validation of new test by Real-Time PCR or any other molecular platform. Carries out dried blood spot punching and highly complex tandem mass spectrometry analysis on high volume newborn screening specimens when required. Takes appropriate remedial action regarding quality control issues. Understands quality control/quality assurance (QC/QA) requirements and follows appropriate policies and procedures to validate test results. Prepares and tests reference/quality control specimens as required. Completes logs, checklists, and other record keeping documentation for instrument maintenance and performance. Verifies instrumentation and equipment are operating properly and initiates troubleshooting of errant laboratory instrumentation and equipment as needed. Coordinates with contract analyst for the purchase of assay specific chemicals, reagents, supplies, and services for uninterrupted screenings under Clinical Laboratory Improvement Amendments (CLIA) guidelines.

30% Reviews and releases analytical test results following QC/QA procedure. Using established internal and external quality control programs, performs a daily review of all contract laboratory's T-cell Receptor Excision Circle (TREC) results in newborns and other RNA/DNA results to ensure that the tests are performed appropriately and that the results are of accepted performance so that patient data is of optimal use in assessing risk of medical abnormality. Inspects, reviews, and critiques contract laboratory's operation and conformance with prescribed protocols and methodologies to maintain high-quality laboratory performance. Performs data analyses and prepares technical reports as needed.

15% Coordinates with other senior scientists on major projects in clinical analysis based on review of scientific literature and collection of information from reliable sources. Plans, organizes, and carries out chemical research studies of moderate scientific scope and complexity using highly complex analytical methods and designs. Implements procedures for developmental analysis and translates new experimental methods into standardized screening technologies such as Real-Time PCR, NGS, and tandem mass spectrometry. Performs and reports laboratory test results (manually and automated) and acts as technical scientific consultant in operation of laboratory instrumentation and equipment to accurately generate test results. Prepares and updates protocols for testing and laboratory training course outlines as well as assists in training new employees.

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10% Makes interpretive professional judgments regarding validity of test results to GDSP program staff, assists with the coordination and compliance actions of laboratory programs with related regulatory programs of the department and other agencies and organizations, including those engaged in CLIA, Center for Disease Control (CDC), and College of American Pathologists (CAP).

Marginal Functions (including percentage of time)

5% Performs 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: Brittany Hanson
Date: 10/1/24