

DUTY STATEMENT

Employee Name:	Position Number: 580-731-7948-909
Classification: Public Health Microbiologist II	Tenure/Time Base: Permanent / Full-Time
Working Title: Senior Microbiologist	Work Location: 850 Marina Bay 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: Microbial Diseases Laboratory Branch / Mycobacterial, Mycotic & Parasitic Diseases Section / Mycology 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 providing public health laboratory testing identify and characterize mycobacterial, mycotic, and parasitic diseases.

Under the general direction of the Supervisor of the Mycology Unit, the Public Health Microbiologist II (PHM II) assists the Unit Supervisor in planning daily laboratory work; uses specialized conventional and molecular methods, develops and applies complex, non-standardized analyses; contributes and follows quality assurance procedures; and performs other functions typical of a State reference

laboratory such as technical consultation to local public health and clinical laboratorians, directors, physicians and officials of other State, local, and private agencies. The PHM II is primarily involved in identification and characterization of fungal organisms, including *Coccidioides immitis*, and triage of CDC or reference laboratory test reports. The incumbent may provide coverage for *M. tuberculosis* drug-susceptibility and other mycobacterial testing.

The candidate is expected to have advanced laboratory knowledge and skills in order to perform the duties of this position, including culture inoculation, use of conventional microbiological methods and bacterial staining techniques, ability to use a pipette, demonstration of good aseptic technique, knowledge and understanding of basic operation of general laboratory equipment, and demonstration of safe laboratory practices when handling infectious / hazardous materials. Work is performed in a Biological Safety Level (BSL)-3 laboratory; demonstration of safe BSL-3 practices and ability to wear necessary respiratory protection for moderate amount of time is required. For assigned molecular testing responsibilities, including PCR and sequencing, the PHM II must demonstrate good laboratory technique to avoid contamination or other test errors, basic knowledge of molecular methods and troubleshooting, and ability to work with various computer software applications in order to analyze results.

The incumbent works under the general direction of the Public Health Microbiologist Supervisor of the Mycology Unit.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance, including routine medical surveillance.
- Travel:
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification: California Public Health Microbiologist (PHM) Certification
- Other: Vaccinations recommended. Work performed in high-containment BSL-3 conditions.

Essential Functions (including percentage of time)

45% Performs diagnostic testing for a variety of microorganisms, including fungal, mycobacterial, and parasitic pathogens. Conducts tests for identification and/or characterization of pathogens using conventional microbiology methods, DNA methods such as PCR, RT-PCR, nucleotide sequencing, and whole cell analysis with MALDI-TOF. Interprets, records test results, and reports results to submitters in a timely manner. Accurately and completely documents test results and applicable quality control information. Communicates professionally with colleagues, supervisors, and internal/external clients. As part of testing assignments, the incumbent may process primary specimens for isolation of *Mycobacterium tuberculosis* complex (MTBC), or other mycobacteria, and perform molecular and phenotypic drug susceptibility testing on MTBC isolates. Strictly adheres to SOPs to work on specimens referred by submitting laboratories. Performs proficiency testing and competency assessments. Follows pre-analytical, analytical, and post-analytical processes (e.g., Clinical Laboratory Improvements Act (CLIA)). Strictly follows biosafety practices and procedures. May provide training and assist with competency assessments of staff and PHM trainees, as assigned.

35% Performs quality control, equipment maintenance, and quality assurance procedures to ensure optimal performance and documentation of test processes and to fulfill the requirements of CLIA regulations. Prepares and orders laboratory reagents and media for the testing and research purposes. Develops, updates, and maintains laboratory SOPs as needed. Assists with requests for data, generates ad hoc reports, and presents data to internal and external clients. Provides technical guidance and assistance to MDL staff and external submitters on test or result interpretation. Assists with development of LIMS for test tracking and reporting. Proactively participates in assay troubleshooting, documenting non-conformance events (reports), and implementation of corrective actions. Participates and initiates process improvement activities.

15% Performs new method development, validation, and assists with implementation. Reads current scientific literature, attends educational training and meetings as requested in order to keep informed with the most up-to-date technology and knowledge in the fields of fungal diagnostics. Assists with data-gathering for grant applications, and compiling summary reports, as requested.

Marginal Functions (including percentage of time)

5% Other assigned duties as required, including assisting other units or sections as needed for surge capacity or emergency response.

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: 11/4/24