

DUTY STATEMENT

Employee Name:	Position Number: 580-750-7946-011
Classification: Examiner II	Tenure/Time Base : Permanent/Full-time
Working Title: Clinical Laboratory Inspector	Work Location: 850 Marina Parkway, Richmond CA 94804
Collective Bargaining Unit: R10	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Laboratory Sciences	Branch/Section/Unit: Laboratory Field Services Branch/Personnel Licensing Section

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 ensuring training schools, national certifying examination providers, and continuing education accrediting organizations are properly evaluated and approved.

The Examiner II, acting as the Clinical Laboratory Inspector (CLI) for the Personnel Licensing Section of Laboratory Field Services Branch (LFS), Center for Laboratory Sciences (CLS), will coordinate the evaluation and approval of training schools, national certifying examination providers, and continuing education accrediting organizations. Evaluates and approves applications for Public Health Microbiologists (PHM), Clinical and Public Health Laboratory Directors, Clinical Laboratory Scientist (CLS), Limited CLS, CLS trainees, Medical Laboratory Technicians (MLT), and others as

needed. Investigates personnel licensing-related complaints and conducts inspections of training programs. Performs other duties relevant to the laws and regulations of California Title 17 CCR. Provides expert technical assistance, resolves issues, and maintains accurate electronic and paper records. Travel both in and out of state is required up to 30% of the time for inspections, work-related meetings, and training.

The incumbent works under the Examiner III, of the Personnel Licensing Section of LFS.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: 30%
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification: Clinical Laboratory Scientist license or Public Health Microbiologist License
- Other:

Essential Functions (including percentage of time)

- 30% Evaluates and approves applications for clinical and public health laboratory directors, PHM, CLS, Limited CLS, CLS trainees, MLT, phlebotomy, PHM and CLS training schools, national certifying examination providers, and continuing education accrediting organizations according to state statutes and regulations to determine eligibility and other documentation for compliance with applicable laws to approve, deny, or communicate deficiencies. Verifies the authenticity of documents, evaluates courses and curriculum, and evaluates course instructors' qualifications to ensure adherence to Departmental regulations, and policies and procedures. Performs assessment surveys of training programs, schools, or courses.
- 30% Coordinates and performs onsite inspections of CLS, MLT, PHM and phlebotomy training programs/schools, to determine compliance with state statutes and regulations. Conducts and documents interviews of schools' staff, complainants, and others, as needed. Observes, requests, and reviews schools' policies and procedures, employee testing records, and other information as necessary. Requests and reviews applicable files for relevant information. Independently, or as part of a team, makes a determination of compliance with state and federal laws and regulations based on findings and observations. Documents all evidence relating to non-compliance for legal actions, while ensuring patient confidentiality. Communicates with the state licensing team as needed. Conducts complaint investigations, as assigned, to determine possible violations of state and federal law. Provides documentation of information needed for enforcement actions against training programs. Evaluates qualifications of personnel to determine compliance with applicable laws and regulations.

Reviews Examiner I inspection reports and makes recommendations regarding the issuance of training program/school licenses and approvals for accuracy, appropriateness, and clarity;

consults with Examiners regarding survey reports in order to determine whether the training program/school is in acceptable compliance with appropriate state laws and regulations. Interprets state statutes and regulations pertaining to training program/schools for Examiner I staff.

Communicates inspection findings verbally with laboratory directors or designee during exit interviews. Prepares inspection findings on the 2567 Statement of Deficiency report using the Principles of Documentation (POD). Reviews Plan of Correction (POC) and Allegation of Compliance (AOC) to ensure correction of deficiency. Makes recommendations regarding initial approval and renewal of training programs/schools.

- 25% Provides excellent customer service and expert technical assistance through all methods of communication including email, letter, and telephone by responding to applicants, the regulated community, the Governor's office, the public, the media, and others. Reviews and updates work procedures and correspondence templates. Approves correspondence prepared by staff. Prepares and gives presentations, researches, writes reports as needed. Conducts workshops and training programs on licensing or certification topics as needed.

Provides backup in evaluating and approving applications of new certifying organizations that want to administer certifying examinations. Evaluates and approves examinations and training material developed by programs prior to administration. Communicates with certifying organizations/accrediting agencies/providers who administer examinations for licensure/certification/continuing education purposes. Evaluates and approves the Psychometric Performance Study (PPS) and examination questions to ensure compliance with state statutes and regulations.

- 10% Trains staff and works with Supervising Program Technician(s) to ensure timely processing of all applications. Assists with policies and procedures of CLS, Limited CLS, CLS trainee, PHM, MLT, clinical and public health laboratory directors, and phlebotomy programs for approval and implementation. Ensures database updating is done correctly and efficiently, and applications and communication are processed in a timely manner. Participates in and/or leads quality improvement activities. Serves as liaison to the Department's Clinical Laboratory Technology Advisory Committee on issues related to personnel licensure.

Serves on various committees at LFS as assigned. Maintains accurate and written electronic records. Testifies at licensure hearings on behalf of the Department and participates in researching and developing regulations and legislation. Will act as subject matter expert on statewide regulations and will work with section's Staff Service Analyst/Associate Government Program Analyst to draft and review regulations as needed; will also act as subject matter expert on legislative bill analyses.

Marginal Functions (including percentage of time)

- 5% Performs other job-related duties as assigned. Cross-trained within the branch in order to assist with facility licensing duties, including surveys and complaint investigations.

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties

I have read and understand the duties and requirements listed above and am able to

and have provided a copy of this duty statement to the employee named above.

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: 12/2024