

**DUTY STATEMENT**

Employee Name: Vacant	Position Number: 580-732-5645-909
Classification: Research Scientist Supervisor I (Microbiological Sciences)	Tenure/Time Base: Permanent/Full-Time
Working Title: Research Scientist Supervisor, Zoonotic and Vector borne Diseases Molecular and Sequencing Research Unit	Work Location: 850 Marina Bay Parkway, Richmond, CA 94804
Collective Bargaining Unit: S10	Position Eligible for Telework (Yes/No): No
Center/Office/Division: Center of Laboratory Sciences/Infectious Diseases Laboratory Division	Branch/Section/Unit: Viral and Rickettsial Disease Laboratory Branch/Zoonotic & Vector borne Diseases Section/ Zoonotic & Vector borne Diseases Molecular and Sequencing Research 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.

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**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](#).

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**Job Summary**

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by being responsible for the supervision of Research Scientists and other lower-level staff. The Research Scientist Supervisor (RSS I) is the direct supervisor and technical leader of the Zoonotic and Vector borne Diseases (ZVDB) Section. Duties include providing administrative guidance and direction to subordinates and planning, organizing, and directing major scientific research studies or

public health investigations of a broad scientific scope and complexity, making independent decisions, and serving as a consultant to other lower-level scientists conducting studies in the field of zoonotic and vector borne diseases. The RSS I performs administrative duties including budgeting and program planning for special scientific research projects, recruitment, training, and supervising appropriate research personnel and other lower-level staff. The RSSI may conduct highly specialized phases of a major scientific project or investigation that would require coordination with professional staff from other State, local, or Federal agencies and publish or present such scientific research or investigations to other public health experts and the community.

The incumbent works under the under general direction of the Research Scientist Supervisor II.

### 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% Serves as working supervisor of Research Scientists I, II, and III in the ZVBD Section. Provides administrative guidance and direction to subordinates including planning, organizing, and directing major scientific research studies and public health laboratory investigations in the field of zoonotic and vector borne diseases to develop, optimize, and document the performance characteristics of molecular diagnostic and surveillance tools (i.e., PCR-based pathogen detection methods using specialized molecular genetic technologies, including real-time, conventional and nested PCR approaches, on a variety of instrument platforms) used to inform epidemiologists and clinicians on detection and control of infectious diseases. Outline goals for each scientific research study, prepares, plans and oversees daily progress of laboratory studies carried out by the scientific team and provides technical training to complete studies as needed. Establishes required budgets and staffing for special scientific research projects of broad scientific scope and complexity, with a focus on implementing a large-scale advanced genomics program in the Section. Oversees the generation of data reports and summaries to be shared with leadership and epidemiological and clinical partners. Makes independent decisions in their specific scientific field and serves as subject matter expert advisor or consultant to other scientists in the Section as well as in the VRDL. Recruits, trains, and supervises appropriate research personnel.
- 25% Conducts highly specialized phases of major scientific projects or investigations of sufficient scope, including development of whole genome sequencing methods and highly technical bioinformatic pipelines or statistical phylogenetic analyses, in coordination with professional staff from other State, local, or Federal agencies.
- 20% Maintains subject matter expertise on cutting edge technologies for strategic planning to adopt or develop laboratory-based methods, techniques, and procedures to carry out complex

research studies in support of public health diagnosis and surveillance of viral zoonoses and vector borne diseases. Serves as a consultant to other lower-level scientists conducting such studies, and to microbiologists and other laboratory staff, including providing technical leadership, specialized skills, training and guidance on research design and implementation of complex research studies for the detection and characterization of zoonotic and vector borne viral and rickettsial pathogens.

10% Promotes, explains, and coordinates scientific research on zoonotic and vector borne diseases affecting public health. Provides interpretation of important scientific and technical research findings for use by other public health experts and the community and produces reports and summary documents of these results. Plays advisory role to support to local public health departments and other health professionals to disseminate research findings and share innovative and cutting-edge methods discovered in the research studies.

10% Publishes reports and manuscripts and presents results of scientific research to other public health experts and the community. Reviews, as well as contributes to, current scientific literature and participates in conferences to keep informed of technological and diagnostic advances in virology. Assists in the conceptual and design aspects of grant writing. Participates in VRDL training events.

**Marginal Functions (including percentage of time)**

5% Other job-related duties as required, including providing leadership and technical assistance to other units or sections as needed for surge laboratory 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: Sharon Messenger	Date	Employee’s Name:	Date
Supervisor’s Signature	Date	Employee’s Signature	Date

**HRD Use Only:**  
Approved By: AC  
Date: 8/19/24