

**DUTY STATEMENT**

Employee Name: <b>VACANT</b>	Position Number: <b>580-722-5650-909</b>
Classification: Research Scientist Supervisor II (Chemical Sciences)	Tenure/Time Base: Permanent/Full Time
Working Title: Microbiology and Biomonitoring Section Chief	Work Location: 850 Marina Bay Parkway, G-164 Richmond, CA 94804
Collective Bargaining Unit: S10	Position Eligible for Telework (Yes/No): No
Center/Office/Division: Center for Laboratory Sciences/Division of Environmental Health Laboratories	Branch/Section/Unit: Drinking Water & Radiation Laboratory Branch/Microbiology and Biomonitoring 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 protecting the public's health by enhancing California's resilience to current and emerging health threats, promoting health and wellness by advancing protective measures and reducing risk, and by strengthening the Public Health workforce through development and talent acquisition. All of these contribute to CDPH's Mission to advance the health and well-being of California's diverse people and communities.

The Research Scientist Supervisor II (Chemical Sciences) (RSS II (CS)) conceives, plans, and directs major and complex Emergency Response, Emergency Response Preparedness, Biomonitoring, Environmental Microbiology, and Water Quality research studies that have broad statewide and national impact. Develops, plans, and organizes long-range program studies that cover a broad scope of activities including: (1) maintaining and improving analytical services in environmental microbiology and water quality parameters, (2) developing and validating methods to determine metabolites of chemical agents and toxins in blood and urine as required in emergency response, (3) oversee human biomonitoring analyses to establish links between chemical body burdens and disease states, (4) development of broad scope methods for detection, identification and quantification of emerging illicit drugs and pharmaceuticals, and (5) provide Section oversight, progress reporting and planning as required. Exercises supervision of two Research Scientist Supervisor I in Biomonitoring Unit and Microbiology Unit, and management and oversight of various levels of laboratory staff including both scientists, (chemists and microbiologists) and administrative staff as well as contract employees.

The RSS II (CS) must be available to work 24 hours a day and 7 days a week (“24/7”) to accommodate unexpected, unscheduled, or emergent laboratory operations.

The duties may require up to 5% in and out of state travel with occasional overnight stays to attend program-sponsored meetings, scientific conferences and specialized training as needed.

Under broad administrative direction of the Research Scientist Manager (Chemical Sciences) (RSM (CS)) of the Drinking Water and Radiation Laboratory Branch (DWRLB)

#### Certification Requirements:

This laboratory is required to be in compliance with the requirements of the Clinical Laboratory Improvement Amendments (CLIA). The RSS II (CS) supervises high complexity testing and must possess a current Clinical Toxicologist license, Clinical Chemist license, or an accepted equivalent clinical license issued by the State of California.

#### **Special Requirements**

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: Up to 5% in-state and/or out-of-state travel is required, which may include overnight stay(s) (the position requires this travel for program-sponsored meetings, scientific conferences, and specialized training).
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification: The RSS II (CS) must possess a current Clinical Toxicologist license, Clinical Chemist license, or an accepted equivalent clinical license issued by the State of California.
- Other:

#### **Essential Functions (including percentage of time)**

- 35% The RSS II (CS) provides direct oversight, guidance and leadership in planning, organizing and directing the work of the Microbiology and Biomonitoring Section. Serves as Section Chief supervisor and second line supervisor for a multidisciplinary staff of 15 or more civil service and contract employees including staff supported by the CDC under the Public Health Emergency Preparedness (PHEP) federal grant, the Epidemiology and Laboratory Capacity (ELC) federal funds and the DWRLB General Fund. Directs strategic planning and development of program goals and objectives. Prioritizes, assigns, and tracks the workload of Unit staff to assure that program mandates, goals and objectives are met. Evaluates the professional scientific literature and current policy questions to determine program directions. Advises the Department administration concerning research needs and programs, and represents the Department in promoting, clarifying, and coordinating policies addressing the prevention of exposure to toxic chemicals. Serves as a CLIA Technical and/or General Supervisor.
- 25% Conceives, plans and conducts complex and major research projects, intervention efficacy studies, and public health investigations that have statewide and national impact on priorities setting and policy development in the area of exposure prevention to chemical contaminants occurring in blood, urine and environmental matrices. Studies involve development of identification methods for contaminants, contaminant speciation and characterization of exposure pathways. Projects involve multiple disciplines including chemistry, microbiology, molecular biology, health physics, radiochemistry, toxicology, statistics, and epidemiology as well as collaboration with multiple organizations (e.g., federal government, local public health departments, community organizations, trade associations). Directs investigation of all relevant scientific, technical and laboratory information and integrates this information into decision making; identifies information gaps; and proposes studies to support the goals of the Department. Responsible for overseeing the efficient and organized operation of Section and its Units.
- 25% Serves as a professional, scientific expert in emergency laboratory response, laboratory quality assurance, and laboratory information management systems. Presents scientific research or investigations to public health experts within California and nationally. Directs the preparation of technical reports for scientific and lay publications. Serves as a senior scientific leader and mentor within the Branch providing consultation and leadership to other staff engaged in research activities. Reviews regulations, requests for proposals, Bill Analyses, Budget Change Proposals, legislative proposals, grant proposals, and other documents to ensure they meet minimum public health protection standards. Prepares progress reports, applications and scientific reports and publications. Maintains compliance with clinical laboratory standards and regulations for Biomonitoring Unit services and activities.
- 10% Collaboratively participates in the recruitment and training of both supervisory staff and laboratory scientists including implementing departmental policy on equal employment opportunity. Determines staff training needs and recommends staff development. Evaluates staff performance and initiates corrective action, while working with the Human Resources Branch. Participates in the management team and policy development for the Branch.

---

---

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

---

---

5% Performs other work-related 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: <b>Shiyamalie Ruberu, Ph.D.</b>	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

**HRD Use Only:**  
 Approved By: AC  
 Date: 12/2024