

DUTY STATEMENT

Employee Name: VACANT	Position Number: 580-530-5638-004
Classification: Research Scientist Supervisor I (Chemical Sciences)	Tenure/Time Base: Permanent/Full-time
Working Title: MS/MS Assay Development and Preanalytical Unit Chief	Work Location: 850 Marina Bay Parkway, MS 8200 Richmond, CA 94804
Collective Bargaining Unit: S10	Position Eligible for Telework (Yes/No): No
Center/Office/Division: Center for Family Health/Genetic Disease Screening Program	Branch/Section/Unit: Laboratory Services Branch/ Administrative Supervisor Section / MS/MS Assay Development and Preanalytical 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 acting as the direct supervisor of the Research Scientist staff in the MS/MS Assay Development and Preanalytical Unit of the Laboratory Services Branch (LSB), a Clinical Laboratory Improvement Amendments (CLIA) certified genetic screening laboratory.

The incumbent works under the general direction of the Chief of the Administrative Supervisor Section, which is within the Laboratory Services Branch (LSB) in the Genetic Disease Screening Program

(GDSP). The RSS I (Chemical Sciences) will provide guidance and direction to personnel developing and validating highly complex assays on dried blood spot specimens of newborn babies using mass spectrometry techniques, including but not limited to high-performance liquid chromatography (HPLC), Tandem Mass Spectrometry (MS/MS), Time-of-Flight (TOF), quadrupole and ion trap techniques, and Fourier Transform Ion Cyclotron Resonance (FTICR). As a supervisor, the incumbent will be responsible for smooth operations of the laboratory and timely reporting of test results following CLIA compliance required in this area.

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)

- 40% Plan, direct, and coordinate staff activities; review assay development work; provide guidance on basic and advanced mass spectrometry techniques. Oversee staff responsible for coordinating the purchase of reagents, supplies, and services for instrument maintenance to ensure continuous testing of newborn blood specimens. Review and decide the releasability of analytical results to the CDPH-Genetic Disease Screening Program Screening Information (SIS) following QC/QA procedure.
- 20% Perform supervisory responsibilities and staff mentoring and competency evaluation. Plan work schedules, assign work to personnel and define work expectations. Review and evaluate work of staff to ensure completeness, accuracy, and proper recording of laboratory processes. Provide feedback on staff performance. Provide reports and activity updates to management. Conduct employee annual appraisal and individual development plan. Hire and onboard personnel.
- 15% Design and coordinate studies to optimize existing testing methodologies. Validate, implement, and manage the adaptation of new methodologies into standard screening methods for newborn genetic disorders. Perform data analysis for scientific discussions, presentations, and publications.
- 15% Oversee compliance activities completed by subordinate staff and approve compliance determination and documentation as required by CLIA, and local, state, and federal regulatory agencies. Review and oversee the preparation of reports by subordinate staff required for CLIA inspection. Represent laboratory during regulatory inspections conducted by local, state, and federal agencies.

Marginal Functions (including percentage of time)

5% Prepare protocols for testing and laboratory training course outlines as well as conduct training.

5% Provide technical assistance and support to the LSB Chief on short and long-term project planning. Perform other work-related duties as required.

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: JA
 Date: 11/17/24