

DUTY STATEMENT

Employee Name:	Position Number: 580-731-5599-019
Classification: Research Scientist III (Microbiological Sciences)	Tenure/Time Base: Permanent / Full Time
Working Title: Biosafety Officer	Work Location: 850 Marina Bay 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: Infectious Diseases Laboratories Division

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 that scientists and microbiologists are working under safe conditions, are provided with occupational health services, and the most up to date biosafety information in order to perform their work safely. The Biosafety Officer Research Scientist III (RS III) promotes biosafety and accident prevention measures using a variety of strategies including drafting and updating guidance documents, presenting safety seminars and trainings, organizing safety audits, and mentoring employees in safety practices.

The RS III monitors and coordinates laboratory safety initiatives to ensure regulatory compliance by identifying potential areas of vulnerability and risk, developing and reviewing risk assessments and reports on a regular basis, and developing and implementing corrective action plans as directed. The RS III works closely with all stakeholders on Richmond Campus on laboratory biosafety and compliance issues and takes lead in the systematic investigations and remediation of laboratory biosafety incidents. The RS III is the designated Infectious Diseases Laboratory Division (IDL) liaison with relevant partners within CDPH and local and federal agencies for laboratory compliance, safety and security issues.

The RS III works closely with CDPH management, and internal and external public health partners at the federal, state and local levels serving as a subject matter expert, providing independent scientific recommendations and consultation, leading project coordination and planning, and developing applicable scientific safety policies.

The incumbent works under the general direction of the Chief of the Infectious Diseases Laboratory Division, and accepts direction from the Microbial Diseases Laboratory Branch, Viral and Rickettsial Disease Laboratory Branch, and Infant Botulism Treatment and Prevention Program Chiefs.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: Up to 5%
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification: California Public Health Microbiologist Certification preferred but not required
- Other: vaccinations, BSL-3 work environment, animal work environment, occasional after hours on-call assignments

Essential Functions (including percentage of time)

30% Serves as a subject matter expert for proper handling, processing, disposal, transport and storage of clinical specimens, biological samples and pathogens. Uses scientific knowledge of microbiological principles to perform highly complex assessments and analyses in the public health laboratory. Provides expert guidance and training on biosafety for full compliance with the applicable federal, state, and local regulations. Develops, maintains, and updates IDLD biosafety manuals, and assists with planning and implementing safety policies and procedures for specific high-risk pathogen programs. Assists with development and review of risk assessment protocols. Leads Branch safety meetings; serves as Chairperson for the IDLD Biosafety Committee and the IDLD representative on the Richmond Campus Laboratory Practices Health and Safety Committee. Serves as the IDLD contact person for hazardous waste, CalOSHA, and other safety-related inspections; responds to and maintains records of safety inspections. Represents and organizes IDLD participation in yearly building safety

inspections. Participates in emergency response planning for IDLD. Maintains archival records of key documents.

- 25% Serves as the Occupational Health Coordinator for IDLD. Maintains and organizes confidential employee health records. Monitors employee fulfillment of specific vaccine, antibody, test and respirator requirements. Assists with development of Occupational Health policies. Works with Center and Department safety representatives to update Occupational Health service contracts. Provides initial response and investigation of accidents and emergencies involving biological substances, briefs management on safety gaps, incidents, and development of appropriate corrective actions. Writes investigation reports and drafts manuscripts related to highly infectious pathogens.
- 20% Conducts new employee orientations in laboratory safety following standard training procedures. Organizes and provides staff trainings in Blood Borne Pathogens, Aerosol Transmissible Diseases, and Packaging and Shipping hazardous substances to satisfy regulatory requirements. Organizes employee safety trainings specific to work needs. Monitors employee fulfillment of safety training requirements. Coordinates laboratory safety outreach and trainings for local public health and clinical laboratories. Maintains knowledge and ability to perform and train others in assays to identify and rule out Category A organisms. Maintains knowledge of regulatory changes impacting clinical and public health laboratory safety practices.
- 10% Serves as a subject matter expert in biosafety and biosecurity for specific high-risk pathogen programs including Tier 1 agents for the CDPH Laboratory Response Network (LRN) Select Agent (SA) programs. Assist the poliovirus principal investigator and poliovirus BSO with biosafety needs related to CDPH's participation as a poliovirus essential facility (PEF) with the U.S. National Authority for the Containment of poliovirus (US-NAC), and poliovirus for CDPH participation in the CDC National Authority for Containment as a Poliovirus Essential Facility (PEF). Serves as a lead specialist for the evaluation of risk management assessments including new and current procedures and proposals. Participates in annual biosafety and biosecurity drills; assists with CDC inspections to address the IDLD safety and occupational health program. Assists the Responsible Official (RO), MDL Chief, High-Risk Pathogen Section Chief, Principal Investigators (PIs) and Laboratory Response Network-Biological (LRN-B) Coordinator with biosafety, laboratory procedures, regulatory compliance and incident investigations for the SA program. Provides remote and on-site consultation for response to Select Agent and highly infectious pathogen exposure incidents in public and private laboratories in California.
- 10% Plans and participates in meetings and provides biosafety guidance to laboratory networks, health and safety committees, and special project workgroups, including the CDPH Institutional Animal Care and Use Committee (IACUC) for the CDPH Animal Care Facility.

Marginal Functions (including percentage of time)

- 5% Other applicable duties as assigned; including assisting other units or sections as needed for surge capacity laboratory testing.

I certify this duty statement represents an accurate description of the essential functions

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

of this position. I have discussed the duties 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