

**DUTY STATEMENT**

Employee Name:	Position Number: <b>580-731-5654-003</b>
Classification: Research Scientist Supervisor II (Microbiological Sciences)	Tenure/Time Base: Permanent/Full-Time
Working Title: Section Chief	Work Location: 850 Marina Bay Parkway, Richmond, CA 94804
Collective Bargaining Unit: R10	Position Eligible for Telework (Yes/No): No
Center/Office/Division: Center for Laboratory Sciences/Division of Infectious Diseases Laboratories	Branch/Section/Unit: Microbial Diseases Laboratory Branch/Bacterial Diseases 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.

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**Competencies**


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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**


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This position supports the California Department of Public Health's (CDPH) mission and strategic plan by providing public health laboratory testing to identify and characterize microbial pathogens and support outbreak investigations.

The Research Scientist Supervisor II (RSS II) (Microbiological Sciences) of the Bacterial Diseases Section (BDS) provides overall guidance, supervision, administrative support, and scientific research consultation for a multifaceted program covering a range of bacterial pathogens of public health concern, including antimicrobial resistant organisms (e.g. carbapenem-resistant organisms,

drug-resistant *Neisseria gonorrhoeae*), vaccine preventable pathogens, and other pathogens causing invasive disease in community and healthcare settings. The RSS II may be delegated General and/or Technical Supervision over non-waived, high-complexity testing performed in the Section as defined by Clinical Laboratory Improvement Act (CLIA), ensuring compliance with relevant federal, state, and local regulatory quality and safety policies and procedures across the breadth of work conducted in the Section. The incumbent works closely with 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 planning and coordination, and making recommendations pertaining to applicable scientific policies.

Preferred qualifications include California Public Health Microbiologist certification. Experience as a CLIA Technical Supervisor, or qualified to be delegated as a Technical Supervisor (subspecialty bacteriology) as defined by CLIA (42 CFR § 493.1449), is highly desired.

The incumbent works under the general direction of the Branch Chief (Research Scientist Manager) of the Microbial Diseases Laboratory Branch.

### 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% Provide administrative, technical, and scientific oversight and guidance in operational planning, laboratory workflow, and development of new and innovative test methodologies for the detection, identification, and characterization of bacterial pathogens of public health significance, including those associated with antimicrobial resistance, healthcare associated infections, sexually transmitted infections, and vaccine preventable pathogens. May be delegated Clinical Laboratory Improvement Act (CLIA) General (42 CFR § 493.1463) and/or Technical Supervisor (42 CFR § 493.1451) responsibilities and provide direction for laboratory testing and quality assurance systems and procedures in the Section to ensure CLIA compliance. Evaluate and monitor laboratory performance, staff training and competency assessments, and staff compliance with occupational health and safety training and policies. Write and routinely update laboratory standard operating procedures (SOPs) and related policies for the Section. Coordinate proficiency testing activities and manage nonconformance and complaint investigations. Ensure staff and Section compliance with departmental and programmatic quality and safety policies and procedures.
- 30% Direct highly complex major scientific investigations on the isolation, identification, and molecular characterization of bacterial pathogens of public health significance using one or more of the following various technologies: phenotypic test methods, DNA amplification, sequencing methods including Sanger sequencing and next-generation sequencing

(NGS)/whole genome sequencing (WGS), mass spectrometry, and other similar methodologies. Design and oversee applied public health research studies, including test validation and verification studies, and data analysis and interpretation. Conduct and routinely review and update safety risk assessments with unit supervisors and lead staff. Research and utilize technological applications (e.g. Laboratory Information Management System, document control systems) and analytical software to gather, track, and analyze laboratory information and data. Direct the development of objectives, methodologies, and goals of these investigations and review the scientific literature for relevant background information to aid in policy development. Write scientific grant proposals for extramural funding by private, commercial, or federal partners focused on meeting public health objectives for the Department. Direct scientific staff on funded grants or cooperative agreements and oversees fiscal budgets, semi-annual or yearly progress reports, and timelines for achieving objectives and goals. Prepare reports on work performed in the Section for various activities, including departmental drills, as requested.

- 15% Collaborate with various internal CDPH programs and external local, State, and federal partners to provide technical consultation and public health investigation support. Initiate and maintain collaboration with applicable academic and government partners, including the Centers for Disease Control (CDC), California Emerging Infections Program (CEIP), Antimicrobial Resistance Laboratory Network (ARLN), and regional and local laboratories to build test capacity and support for public health surveillance and investigations. Provide scientific consultation to applicable workgroups, scientific advisory panels, and committees. Review and submit manuscripts for acceptance to peer-reviewed journals after receiving appropriate CDPH approvals to ensure widespread dissemination of important information to the public. Make presentations of major research findings at internal departmental meetings, and at relevant national, state, or local meetings, symposia, or roundtables.
- 10% Contribute to programmatic and Department initiatives to improve laboratory efficiencies, safety, quality, and workforce development. Provide subject matter expertise and training support to microbiologist trainees, interns, CDPH staff, visiting scientists and other partners on scientific research, methods, and principles relevant to the pathogens and diseases applicable to the work of the Section.

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

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- 5% Other assigned duties as required, including assisting other units or sections as needed for surge capacity or emergency response.

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: JC

Date: 01/28/25