DUTY STATEMENT

Employee Name:	Position Number: **581-732-5578-909**
Classification: Research Scientist I (Microbiological Sciences)	Tenure/Time Base: Limited Term/Full Time
Working Title: Medica and Epidemiology Liaisons (MELS) Coordinator	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/ Infectious Disease Laboratory Division	Branch/Section/Unit: Viral and Rickettsial Disease Laboratory (VRDL) Branch/Data, Testing, Epidemiology, and Quality Support (DTEQS) 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 overseeing the Viral and Rickettsial Disease Laboratory (VRDL) Quality Assurance/Quality Control (QA/QC) program to ensure compliance with the federal Clinical Laboratory Improvement Amendments (CLIA) and state regulatory agencies.

The Research Scientist Supervisor I (RSS I) assists with organizational change initiatives to improve the VRDL QA program by providing technical oversight and implementation of uniform QC standards for personnel, equipment, Standard Operating Procedures (SOPs), assay validations and verifications, reagents, environmental conditions, proficiency testing (PT) and diagnostic results. Investigates and oversees remedial actions for out of compliance results or incidents. Communicates with senior leadership regarding process improvement opportunities to streamline the QA/QC program when needed.

The incumbent works under supervision of the Research Scientist Supervisor I in the Data, Testing, Epidemiology, and Quality Support (DTEQS) Section.

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)

35% Responsible for ensuring compliance with Quality Assurance and Quality Control (QA/QC) and safety procedures conducted in the Viral and Rickettsial Disease Laboratory (VRDL). Serve as a Clinical Laboratory Improvement Amendments (CLIA) General Supervisor over non-waived, high-complexity testing performed in the VRDL as defined by Clinical Laboratory Improvement Amendments (CLIA) and State regulatory agencies. Assist the Quality Assurance Manager in carrying out required QA/QC monitoring of laboratory equipment and instrumentation. Lead quarterly QA meetings for the VRDL Branch. Meet regularly with the CLIA Laboratory Director and/or QA Manager to discuss QA status. Function as the secondary contact for Center for Medicare and Medicaid Services inquiries.

30% Provide technical oversight and implementation of uniform Quality Control standards for laboratory equipment, personnel, Standard Operating Procedures (SOPs), assay validations and verifications, assay data, reagents, environmental conditions, proficiency testing (PT) and diagnostic results. Support VRDL staff with coordinating laboratory equipment preventative maintenance (PM) and calibration services. Serve as the primary point of contact for equipment maintenance appointments. Maintain calibration/certification of laboratory equipment. Arrange for professional services as needed and maintain records for service requirements, and documentation of compliance.

25% Assist with the VRDL Proficiency Testing (PT) program to ensure compliance with state and federal regulatory requirements. Ensure that the VRDL completes annual external and internal PT programs. Responsible for reviewing and submitting PT results and scores, collaborating with section supervisors and chiefs to oversee outcomes, and recommending remedial actions when necessary. Maintain proficiency testing logs and records. Assist unit supervisors with

diagnostic test validation/verification protocols and Standard Operating Procedures (SOPs) as mandated by CLIA.

5% Function as the one of the lead regulatory experts during biennial CLIA accreditation visits by compiling the necessary documents to present to CLIA inspectors and ensuring the laboratory QA/QC program within the testing units meets the federal requirements. Work with VRDL supervisors and section chiefs to compile written and/or verbal responses to deficiencies documented during federal CLIA inspections.

Marginal Functions (including percentage of time)

5% Other applicable duties as assigned, including assisting other units and 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:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

HRD Use Only:
Approved By: JC
Date: 01/31/25