DUTY STATEMENT

Employee Name:	Position Number: **580-530-5581-909**
Classification: Research Scientist II (Chemical Sciences)	Tenure/Time Base: Permanent/Full Time
Working Title: Clinical Research Laboratory Scientist	Work Location: 850 Marina Bay Parkway, MS 8200 Richmond, CA 94804
Collective Bargaining Unit: R 10	Position Eligible for Telework (Yes/No): No
Center/Office/Division: Center for Family Health/Genetic Disease Screening Program Division	Branch/Section/Unit: Laboratory Services Branch/ Mass Spectrometry & Molecular Section/Pompe Screening, Metabolic 2nd Tier, & Phe Monitoring 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 planning, organizing, and carrying out scientific research of moderate scope and complexity. This position requires hands-on work in the laboratory on testing of dried blood spot, serum, plasma and blood specimens of newborn babies for detection of Lysosomal Storage Disorder (LSD) disease screening, Guanidinoacetate Methyltransferase Deficiency (GAMT), Metabolic 2nd Tier, & Phenylketonuria (PKU) Monitoring using tandem mass spectrometry in our high complexity Clinical Laboratory Improvement Amendments (CLIA) certified genetic screening laboratory follows quality

assurance guidelines.

The incumbent works under the general supervision of the Research Scientist Supervisor I (Chemical Sciences), Chief of the Pompe Screening, Metabolic 2nd Tier, & Phe Monitoring Unit.

The incumbent will be required at the time of appointment:

- to hold a valid California Clinical Chemist License, Clinical Laboratory Scientist (Generalist), or a Clinical Genetic Molecular Biologist Scientist.

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: Possession and maintenance of a valid California Clinical Chemist License, Clinical Laboratory Scientist (Generalist), or a Clinical Genetic Molecular Biologist Scientist is required.

Essential Functions (including percentage of time)

40% Perform clinical laboratory activity and testing of moderate scope and complexity using established guidelines. Take appropriate remedial action of quality control issues. Understand quality control/quality assurance (QC/QA) requirements and follow the policies and procedures to validate test results. Perform highly complex tandem mass spectrometry analysis on high volume newborn screening specimens adhering to standard operating protocols LSD, GAMT, Metabolic 2nd Tier, & PKU Monitoring. Review and release analytical results following QC/QA procedure.

25% Performs and reports laboratory test results (manually and automated) and act as technical scientific consultant in operation of laboratory instrumentation & equipment to accurately generate test results. Completes logs, checklists and other record keeping documentation for instrument maintenance and performance. Verifies instrumentation & equipment are operating properly and initiates troubleshooting of errant laboratory instrumentation & equipment as needed. Coordinate with Business Service Unit staff or Associate Governmental Program Analyst for the purchase of assay specific chemicals, regent, supplies and services for uninterrupted screenings under CLIA guidelines.

15% Coordinates with other Senior Scientists on major projects in clinical analysis based on review of scientific literature and collection of information from reliable sources. Plans, organizes, and carry out chemical research studies of moderate scientific scope and complexity using highly complex analytical methods, designs & implements procedures for developmental analysis and translates new experimental methods into standardized screening technologies such as tandem mass spectrometry.

10% Makes interpretive professional judgments of validity of test results to GDSP program staff; assists on the coordination and compliance actions of laboratory programs with related regulatory programs of the department and other agencies and organizations such as those engaged in Clinical Laboratory Improvement Act (CLIA), Center for Disease Control (CDC), College of American Pathologists (CAP).

Marginal Functions (including percentage of time)

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

5% Perform other work-related duties as assigned.

☐ 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: LaJuana Thompson
Date: 2/4/2025