

DUTY STATEMENT

Employee Name:	Position Number: 580-732-7950-909
Classification: Public Health Microbiologist II (Virology)	Tenure/Time Base: Permanent/Full Time
Working Title: Molecular Immunoserology Microbiologist (V)	Work Location: 850 Richmond Pkwy, Richmond, CA 94804
Collective Bargaining Unit: R10	Position Eligible for Telework (Yes/No): No
Center/Office/Division: Center For Laboratory Sciences/Infectious Diseases Laboratory Division	Branch/Section/Unit: Viral and Rickettsial Disease Laboratory Branch/Molecular Immunoserology Section/Immunodiagnostic 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 performing quality, timely, highly complex public health laboratory testing for the diagnosis and epidemiologic investigation of microbial diseases of public health importance of the State of California. The incumbent will perform routine testing according to standard operating procedures such as neutralization testing for arboviruses and rabies virus among other antibody and molecular test methods, assist in the development of complex molecular and immunodiagnostic assays for the detection of nucleic acids and antibodies for infectious agents including West Nile virus, dengue virus, Zika virus Chikungunya virus, rabies virus and other viral and rickettsial pathogens, perform validation

studies to qualify these novel assays for use in the diagnosis of human infection, perform proficiency testing and quality assurance procedures to assure the accuracy and reproducibility of the tests and assist in drafting standard operating procedures, validations and risk assessments.

The incumbent works under the general direction of the Research Scientist Supervisor I in the Immunodiagnostic Unit.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: Occasional
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification: Public Health Microbiologist Certification is required.
- Other:

Essential Functions (including percentage of time)

- 40% Perform standardized diagnostic and surveillance testing procedures and assist in planning and directing development of molecular and serologic tests to diagnose viral infection and distinguish among serotypes, acute vs. chronic infections, and responses to vaccination vs. infection among other goals. Tests to include, as needed, neutralization tests, nucleic acid tests and Western blots, single and multiplexed tests with cloned pseudo type viruses, recombinant antigens and peptides and other techniques as needed.
- 30% Maintain/grow cell and virus cultures, perform equipment maintenance, assist in writing and/or editing of standard procedures, validation documents, risk assessments and quality assurance documents for program approval.
- 15% Perform proficiency and validation testing and assist in troubleshooting of standard and novel molecular and immunodiagnostic tests.
- 10% Provide technical leadership, training, and evaluate other staff to perform laboratory testing and other procedures. Stay up to date with current, relevant testing procedures and national/worldwide infectious disease conditions from a variety of sources such as the Centers for Disease Control and Prevention and other laboratories, including those reported in peer reviewed journals.

Marginal Functions (including percentage of time)

- 5% Other duties as required.

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: 3/2025