Per California Code of Regulations, title 2, section 548.5, the following information will be posted to CalHR's Career Executive Assignment Action Proposals website for 30 calendar days when departments propose new CEA concepts or major revisions to existing CEA concepts. Presence of the department-submitted CEA Action Proposal information on CalHR's website does not indicate CalHR support for the proposal.

### A. GENERAL INFORMATION

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<td>8/4/2022</td>
<td>California Department of Public Health</td>
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3. Organizational Placement (Division/Branch/Office Name)

Center for Laboratory Sciences/Division of Environmental Health Laboratories

4. CEA Position Title

Division Chief - Environmental Health Laboratories

5. Summary of proposed position description and how it relates to the program's mission or purpose. (2-3 sentences)

The California Department of Public Health (CDPH) is requesting to establish a new CEA B to serve as the Chief, Division of Environmental Health Laboratories (DEHL) within the Center for Laboratory Sciences (CLS). The Division Chief supports and advises the CLS Deputy Director on program and policy pertaining to environmental and chemical testing, investigations, and research. The position is responsible for providing leadership, scientific and policy guidance, performance accountability, and general oversight of the DEHL. The CEA will provide the administrative oversight for three Branches: Drinking Water & Radiation Laboratory (DWRL); Environmental Health Laboratory (EHL); and Food & Drug Laboratory (FDL). The Division Chief will also indirectly provide support to all programs within the Center.

6. Reports to: (Class Title/Level)

Deputy Director, Center for Laboratory Sciences/CEA C

7. Relationship with Department Director (Select one)

☑️ Member of department's Executive Management Team, and has frequent contact with director on a wide range of department-wide issues.

☐ Not a member of department's Executive Management Team but has frequent contact with the Executive Management Team on policy issues.

(Explain):

8. Organizational Level (Select one)

☐ 1st    ☐ 2nd    ☑ 3rd    ☐ 4th    ☐ 5th (mega departments only - 17,001+ allocated positions)
9. What are the duties and responsibilities of the CEA position? Be specific and provide examples.

The Division Chief of the DEHL for the Center for Laboratory Sciences (CLS) supports and advises the CLS Deputy Director on program and policy pertaining to environmental and chemical testing, investigations, and research. The Division Chief is responsible for the program, policy, and scientific oversight of three Branches: Drinking Water & Radiation Laboratory (DWRL); Environmental Health Laboratory (EHL); and Food & Drug Laboratory (FDL), and indirectly provides support to all programs in the Center.

The Division Chief is responsible for providing direction for program budgets, personnel, legislation, and program policy; ensuring compliance with state personnel and fiscal requirements; and adhering to state policies and rules. Ensures that programs monitor, account for, and report on program operations, expenditures, and outcomes while fulfilling program missions and mandates. Sets the performance and outcome measures for managers/supervisors within the DEHL. Provides support in developing and maintaining well-trained, diverse, and competent program staff.

Provides oversight of service, testing, and regulatory activities within the laboratories; guides development of policies and procedures to ensure program compliance under the Clinical Laboratory Improvement Amendments (CLIA), ISO 17025 standards, and Good Laboratory Practices. Apprises the executive staff of important and sensitive issues, including regulatory compliance, health & safety, laboratory security, and emergency preparedness & response. Develops and coordinates partnerships with federal, state, and local governments, public, private, and non-profit organizations, and constituencies for E/C labs. Provides broad oversight on special laboratory investigations, research studies, and cooperative efforts with partners. Coordinates the DEHL in departmental responses in the event of emergencies, disasters, and other public health threats.

Represents the Center, Department, and State interests on local, state, and national committees and councils as well as laboratory and research organizations, including voluntary, state and federal agencies, and advisory groups. Regularly attends meetings with Center and Departmental leadership, represents the Center and Department in meetings with Health and Human Services Agency, other state agencies, and the Governor’s Office.
B. SUMMARY OF REQUEST (continued)

10. How critical is the program's mission or purpose to the department's mission as a whole? Include a description of the degree to which the program is critical to the department's mission.

- Program is directly related to department's primary mission and is critical to achieving the department's goals.
- Program is indirectly related to department's primary mission.
- Program plays a supporting role in achieving department's mission (i.e., budget, personnel, other admin functions).

Description: The Department's overall mission is to advance the health and well being of the people and communities of California. Outside of the Centers for Disease Control and Prevention, California provides the State and the Nation with one of the most comprehensive and effective public health laboratories. The Center for Laboratory Sciences (CLS) serves as a reference and surge laboratory for 29 counties and regional public health laboratories in the state. The CLS directly relates to the Department's mission by responding to disease outbreaks such as 2019 novel corona virus, 2019 measles outbreak, 2019 E-cigarette, or Vaping, Product Use-Associated Lung Injury (EVAPI) outbreak and 2017-18 hepatitis A virus outbreaks. All laboratory units within Division of Environmental Health Laboratories (DEHL) and the Division of Infectious Disease Laboratories (DIDL) work closely with a range of county and regional environmental programs and utilities.

The DEHL includes the Food and Drug Laboratory Branch (FDLB), the Environmental Health Laboratory Branch (EHLB), and the Drinking Water and Radiation Laboratory Branch (DWRLB), providing scientific data for the assessment of environmental and chemical exposures including contaminated food, water, and consumer products. The data are obtained from measuring levels of toxic chemicals in environmental and human samples.

The FDLB provides services and leadership as a public health reference and research laboratory. To ensure the safety of Californians, FDLB provides the necessary analytical support to screen for, identify and quantify chemical and microbiological contaminants in food and drugs. FDLB also provides regulatory services for substances abuse laboratories.

The EHLB is responsible for laboratory services in support of public health programs, applied research, human studies related to chemical exposures, and analyses of environmental and clinical samples for toxic substances. These include lead, air pollutants, pesticides, asbestos, and biologically-derived contaminants such as molds. The EHL provides technical assistance, develops new methods to better measure exposures, and serves as a reference laboratory. EHL programs consist of Biochemistry including lead testing & biomonitoring; Indoor Air Quality including emission testing & dampness & mold; Outdoor Air Quality including forensics & microscopy; and Emergency Preparedness & Response including all-hazards screening and hospital preparedness.

The DWRLB is both a USEPA certified, full-service drinking water laboratory and an accredited clinical laboratory. The laboratory offers diverse capabilities and roles, including: (1) serving as California's primary drinking water laboratory, (2) serving as the only California government laboratory which provides radiation/radiochemistry measurements, and (3) providing high-complexity clinical testing for toxic substances and their metabolites in human blood and urine.
11. Describe what has changed that makes this request necessary. Explain how the change justifies the current request. Be specific and provide examples.

In 2017, the Association of Public Health Laboratories (APHL), an association that works to build effective laboratory systems in the United States and globally, was asked to conduct a formal assessment of the California State Public Health Laboratory. Currently, the eight state laboratories are split and separately managed by four different Centers, the Center for Healthy Communities, Center for Infectious Diseases, Center for Family Health and Center for Environmental Health, within the CDPH.

The APHL recommended that the public health laboratories be placed within one Center, according to their specific testing, analysis and research focus. This would enable the public health laboratories to work as a centralized system to address the areas of administrative and programmatic duplication, resource distribution challenges and space issues. The structure of the reorganized Center has established the following focus areas: the Division of Infectious Diseases Laboratory (DIDL), the Division of Environmental Health Laboratories (DEHL), the Laboratory Field Services Branch, and the Operations Branch. The DEHL includes the following laboratories: 1) Food and Drug Laboratory (FDL) Branch; 2) Environmental Health Laboratory (EHL); and the 3) Drinking Water and Radiation Laboratory (DWRL) Branch.

A new CEA B position is necessary to provide leadership and policy guidance to the Chiefs of the DEHL and lead the individual laboratories to work cohesively with a common vision. The Division Chief will work with the laboratories to support the use of advanced technological methods, create a sophisticated environmental monitoring capability for spills and other contamination events, participate in emergency preparedness activities as part of the Laboratory Response Network and support a shared Laboratory Information Management System (LIMS) within the state public health laboratories. The leadership and guidance from the Division Chief will provide CLS with a cohesive laboratory quality management system.
C. ROLE IN POLICY INFLUENCE

12. Provide 3-5 specific examples of policy areas over which the CEA position will be the principle policy maker. Each example should cite a policy that would have an identifiable impact. Include a description of the statewide impact of the assigned program.

The Division Chief of the DEHL will be the principle policy maker in the following areas:

1. Laboratory Information Management System (LIMS) - Laboratory requirements are rapidly evolving and different labs often have different needs. The Division Chief would develop policies that would establish a shared support system, within the state public health laboratories. The system would share samples registered in the LIM, electronic data exchange, compliance, and quality assurance and control, between laboratories.

2. The Division Chief, DEHL participates in emergency preparedness activities as part of the national Laboratory Response Network (LRN). The LRN is charged with maintaining an integrated network of laboratories that can respond to bioterrorism, emerging infectious diseases, chemical terrorism and other public health emergencies. The DEHL will be responsible for collaborating with local, state and federal labs to ensure the safety of environmental and chemical threats. The Division Chief will play an instrumental role in improving the DEHL infrastructure to develop policies that would boost laboratory capacity and better equip laboratories.

3. Technology - The Division Chief develops policies for a sophisticated environmental monitoring capability that will assess the effectiveness of practices in the laboratories and provide necessary information to prevent possible spills and contamination events.

4. Workforce Development and Succession Planning - The Division Chief will be responsible for setting policy related to laboratory capacity building to ensure key positions have a pipeline of qualified candidates for the EH laboratories to ensure mission-critical operations are not interrupted.
C. ROLE IN POLICY INFLUENCE (continued)

13. What is the CEA position's scope and nature of decision-making authority?

The Division Chief functions with a high-degree of independence, working directly with the CLS Deputy Director and executive management team within CDPH to develop and implement policies pertaining to environmental and chemical testing, investigations, and research. Policies developed by the Division Chief affect scientific guidance, performance accountability, and general oversight of the EH laboratories. The incumbent is the Division's expert on environmental and chemical testing and acts as a consultant to the CDPH Executive Management Team for expertise on scientific and policy guidelines and general oversight of the DEHL. The Division Chief is also responsible for responding to legislative and special interest groups regarding the DEHL. This position serves as CDPH's representative in matters such as providing testimony or consultation to national, state and local governments, the legislature, public and private health organizations, and with the media.

14. Will the CEA position be developing and implementing new policy, or interpreting and implementing existing policy? How?

The Division Chief for DEHL will be develop new policies as well as implement existing policies. The position will do this by coordinating the three environmental and chemistry laboratories. The proposed reorganization will centralize the laboratories into one division which will enable the Division Chief to identify and create operational efficiencies at the Division and Center level. For example, the Division Chief will work with the Branch Chiefs to identify, assess, and correct redundancies that are occurring across the three branches. That assessment will lead to the development of policies for a streamlined approach to laboratory services across all branches within the division.