

DUTY STATEMENT

Employee Name:	Position Number: 580-650-0765-007
Classification: Senior Environmental Scientist (Specialist)	Tenure/Time Base: Permanent / Full-Time
Working Title: REHS Program Administrator	Work Location: 1725 23 rd Street, Sacramento, CA 95816
Collective Bargaining Unit: R10	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Environmental Health / Division of Radiation Safety & Environmental Management	Branch/Section/Unit: Environmental Management Branch / Environmental Health Services Section / Environmental Registration 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 advancing the health and well-being of California's diverse people and communities by protecting the public's health, promoting health and wellness, empowering the public health workforce, and enhancing services through agile operations.

Under the direction of the Environmental Program Manager I of the Environmental Health Services Section, the Senior Environmental Scientist (Specialist) (SES, [Spec]) acts as the Program Administrator for the Registered Environmental Health Specialist (REHS) Program as described in California Health and Safety Code Sections 106600-106735. In this capacity, the

SES (Spec) serves as the Assistant Executive Officer for the Environmental Health Specialist Registration Committee and provides technical assistance and consultation to the California Conference of Directors of Environmental Health (CCDEH), local environmental health personnel directors and training coordinators, the California Environmental Health Association (CEHA), interested parties, and the public. Responsibilities of the SES (Spec) include ensuring that all individuals seeking registration as an environmental health specialist meet specified education, training, and experience requirements; administers the Continuing Education Program; reviewing and approving local Environmental Health Trainee Program Plans; conducting university evaluations of Environmental Health Degree Programs; conducting complaint investigations and disciplinary actions; administering the registration exams; managing and monitoring the revenues and expenditures of the Environmental Health Specialist Registration Special Fund; responding to inquiries from applicants, other REHSs, and the public; providing outreach and recruitment by holding Student Forums as part of the CEHA conferences; and preparing quarterly newsletters and an annual program report.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: Up to 10% per month, which may require an overnight stay(s).
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification: Registered Environmental Health Specialist as described in the California Health and Safety Code 106600-106735
- Other:

Essential Functions (including percentage of time)

- 40% Responsible for general program operations to ensure that all individuals who are registered or are seeking registration as an environmental health specialist meet specified education, training, and experience requirements of the California Health and Safety Code Sections 106600-106735. Plans, provides, and conducts complex as well as routine, general, or specialized reviews and studies of registration practices. Administers the registration exams and reviews statistical information and data regarding the exams to evaluate and determine the effectiveness of test questions. Works with universities and colleges as well as state and national committees to ensure that the program is meeting recognized standards and evaluates the effectiveness of degree programs offered by universities.
- 20% Reviews and approves the curriculum of universities offering approved environmental health degrees. Develops standards for the review and evaluation of applications, education, training, and experience. Reviews and approves local Environmental Health Trainee Program Plans. Develops the annual exam schedule and works with exam contractor to revise and update the exam periodically. Manages the databases for active and retired REHSs, trainees, and exam candidates. Maintains a clearinghouse of applicant and registration information for the public and interested parties. Develops and monitors the annual program budget and expenditure plan. Maintains an automated system for the

monitoring of revenue and expenditures for the Environmental Health Specialist Registration Fund. Develops, negotiates, and monitors professional service contracts.

- 15% Provides subject matter expert level assistance and information regarding the REHS Program to local environmental health agencies, educational institutions, industry, interested parties, and the public to ensure understanding and compliance with the law, regulations, and other program requirements. Provides preliminary review and analysis of inquiries from local government, educational institutions, industry, and interested parties for policy interpretations. Works with local government to ensure operational compliance with statutory, regulatory, and departmental requirements. Prepares quarterly newsletters and an annual report that provides information regarding the program. Prepares routine and complex correspondence, special reports, and other assignments. Prepares and issues memorandums, controlled correspondence, and legislative reports. Administers the Continuing Education Program by reviewing the applications of prospective Accrediting Agencies that are responsible for approving and monitoring the Recognized Providers that provide approved continuing education training for REHSs. Approves and monitors the Accrediting Agencies to ensure the mandated requirements are met.
- 10% Performs preliminary and secondary analyses, research, surveys, and investigations of professional incompetence or unethical practices. Prepares staff reports that document the violation of the laws and regulations, provides recommendations for corrective actions or sanctions, monitors proposed corrective actions, and resolves issues between local agencies and CDPH. Coordinates and participates in administrative office hearings. Participates in enforcement actions that are coordinated or directed by CDPH's Office of Legal Services, the State Attorney General, and local district attorneys.
- 10% As the Assistant Executive Officer for the Environmental Health Specialist Registration Committee, the SES organizes the committee and subcommittee meetings, prepares the agendas, makes the logistical arrangements for the committee members to attend the meetings, writes the minutes of the proceedings, and as committee members' terms expire recruits and submits the approval documents for new committee members. Represents CDPH at workshops, public meetings, and conferences. Makes presentations to students, local agencies, industry, and interested parties regarding the environmental health profession. Serves as the program liaison with CEHA, the National Environmental Health Association, the National Environmental Health Science and Protection Accreditation Council, the National Environmental Health Credential Board, and CCDEH.

Marginal Functions (including percentage of time)

- 5% Perform other work-related duties as required.

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: Eric Trevena	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

HRD Use Only:

Approved By: Skip Thomas

Date: 11/15/2023