# **DUTY STATEMENT CURRENT PROPOSED**

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| RPA Number:  OELA-001 (FY 23/24) | Classification Title:  Senior Environmental Scientist (Specialist) | Position Number:  811-180-0765-xxx |
| Incumbent Name: | Working Title: Proposition 65 Ombudsperson | Effective Date: |
| Tenure:  Permanent | Time Base:  Full Time | Intermittent Hours Per Month: |
| Division/Office:  Office of External and Legislative Affairs | Section/Unit:  Proposition 65 Implementation Unit | Reporting Location:  Sacramento |
| Supervisor’s Name:  Amy Gilson | Supervisor’s Classification:  Deputy Director | CBID:  R10 |
| Confidential Designation:  YES NO | Designated Position for Conflict of Interest:  YES NO | Position Telework Eligible:  YES NO |
| Supervision Exercised:  None Lead Managerial Supervisory | | |

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| **Human Resources Use Only:** | | | | |
| **HR Analyst Approval:** | | | **Date:** | |
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| **General Statement** | | | | |
| This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) 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 department policies and procedures regarding attendance, leave, and conduct. | | | | |
| **Position Description**  The Office of External and Legislative Affairs (OELA) is the public information, legislative affairs and Proposition 65 ombudsman office for the Office of Environmental Health Hazard Assessment (OEHHA) and is responsible for the Proposition 65 Implementation program (Program). In this capacity, OELA conducts all legislative and public information activities, including the tracking and analysis of legislative bills, preparing fact sheets and press releases, conducting media interviews, and external-facing Proposition 65 activities. The Program provides public information related to Proposition 65, supports Proposition 65 regulatory activities, develops regulatory packages, analyzes Proposition 65-related data, and organizes and staffs Proposition 65 hearings, workshops and committee meetings. In performing these activities the Program coordinates with the Office of Chief Counsel (OCC), Reproductive and Cancer Hazard Assessment Branch (RCHAB), Information Technology Branch, and Executive Office.  Under direction of the Senior Environmental Scientist (SES) (Supervisory) that manages the Program, the SES (Specialist) serves as the ombudsman for the Program. In this capacity, the SES (Specialist) engages Proposition 65 stakeholders on questions regarding assistance on interpretating the regulations as well as technical and analytical questions regarding product testing and risk assessments. The incumbent, as the primary point of contact, performs outreach to businesses and other stakeholders to educate them about the scientific basis of Proposition 65 and to inform OEHHA’s implementation of the law through stakeholder feedback received. The SES (Specialist) also serves as OEHHA’s initial point of contact for stakeholders who have Proposition 65 matters or scientific concerns to discuss. The SES (Specialist) meets with businesses and responds to inquiries received from businesses seeking information such as compliance assistance. Finally, the SES (Specialist) performs fieldwork and analysis to deepen OEHHA’s understanding of how Proposition 65’s requirements are working on the ground. Goals of this position include, but are not limited to, assisting small businesses with Proposition 65, with a focus on businesses that may be linguistically isolated or from historically marginalized communities, engaging on and providing responses for scientific questions and advancing the intent of the law around allowing consumers to make informed decisions about their exposure to toxic chemicals through active engagement with businesses and other stakeholders.  The SES (Specialist) will perform the following duties and other related work: | | | | |
| **Essential Functions (Including percentage of time):** | | | | |
| 35% | | **Conduct technical Proposition 65 outreach to businesses and other stakeholders.** Lead the development and execution of Proposition 65 outreach to businesses, nonprofits, regulatory agencies, and other stakeholders. Use expert scientific knowledge to ensure complex scientific and regulatory information is conveyed clearly and accurately. Collaborate with OEHHA colleagues to identify the major goals, components, and success metrics of outreach campaigns that are effective and scientifically grounded. Identify strategies to ensure campaign reaches small businesses, businesses owned/operated by non-English speakers, and businesses in immigrant communities or in historically marginalized areas. Organize virtual and in-person outreach events. Identify and participate in speaking engagements to promote awareness of the Program. Represent OEHHA at less sensitive external events and public meetings related to Proposition 65 including meetings with stakeholders and members of the public. Develop positive relationships with the business community, non-profits, regulatory agencies, and other stakeholders. Work with local and state agencies and stakeholders to promote dissemination of OEHHA's Proposition 65 materials. Ensure timely follow-up with stakeholders after events as needed. Communicate takeaways from interactions with stakeholders to other staff within OEHHA. Conduct outreach to stakeholders around proposed Proposition 65 regulations and guidance. | | |
| 30% | | **Respond to Proposition 65 requests from businesses and other stakeholders.** Act as the main point of contact for stakeholders, such as businesses with questions about Proposition 65. Meet with businesses and other stakeholders to discuss Proposition 65 requests, concerns, or compliance assistance. Provide explanations to non-specialist stakeholders about the relevant scientific findings underlying regulations at issue. Independently respond to email and phone inquiries from businesses with Proposition 65 requests, concerns, or compliance assistance questions. Communicate information regarding compliance with the law and provisions of the regulations that is technically and scientifically accurate. Handle complex or sensitive business inquiries that require scientific, legal, or regulatory research and consultation. As needed, ensure responses are peer reviewed by RCHAB, OCC and EO. Track trends and patterns in inquiries and requests received from businesses to inform OEHHA’s Proposition 65 outreach and regulatory activities. Investigate Proposition 65 complaints and requests, and recommend solutions. Collaborate with other scientific OEHHA staff on measures that address stakeholder concerns and relay the underlying science in an accurate and understandable manner. | | |
| 15% | | **Develop Proposition 65 outreach and public information materials.** Serve as the lead staff for development of outreach materials that support ombudsman outreach and other activities. These may include, but are not limited to, videos, handouts, flyers and pamphlets, factsheets, other web content, and letters to stakeholders. Have materials translated into appropriate languages. Ensure information for businesses and other stakeholders remains up to date on OEHHA websites. Coordinate with appropriate legal or technical staff in RCHAB to update technical information on the website. Communicate information of a scientific or regulatory nature clearly and effectively. | | |
| 15% | | **Research use of Proposition 65 warnings.** Collect information about the use of Proposition 65 warnings by research online, by calling businesses, and by going to locations such as retail stores across the state. Collaborate with colleagues to develop research questions and surveys. Analyze data received to inform development of Proposition 65 regulations, guidance, and public information. Report results through internal reports or presentations or public-facing materials. | | |
| **Marginal Functions (Including percentage of time):** | | | | |
| 5% | | **Contribute to other Office of External and Legislative Affairs activities.** At the direction of the Deputy Director, this may involve attending meetings and reporting on the status of OEHHA projects and research; drafting responses to media inquiries from reporters and requests for technical assistance on bills from legislators and legislative staff; and posting announcements about OEHHA activities on OEHHA’s Facebook and Twitter accounts and other social media platforms. Perform special work assignments related to legislative and public information projects as assigned by the Deputy Director for External and Legislative Affairs and other members of the Executive Office. | | |
| **Typical Physical Conditions/Demands:** | | | | |
| The job requires extensive use of a personal computer and the ability to sit/stand at desk, utilize a phone, and type on a keyboard for extended periods of time. Ability to lift 15 pounds, bend and reach above shoulders to retrieve files and/or documents. | | | | |
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| **Typical Working Conditions:** | | | | |
| The incumbent works on the 19th floor of a high-rise office building in downtown Sacramento, in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Mandatory overtime, including evening and weekend work may be necessary during the year end closing process or when the department is mission tasked. Travel may be required locally and within the state. | | | | |
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| **Special Requirements of Position (Check all that apply):** | | | | |
| Duties performed may require pre-employment and/ or routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.).  Duties require participation in the DMV Pull Notice Program.  Performs other duties requiring high physical demand. (Explain below)  Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles.  Other (Explain below) | | | | |

**Explanation:**

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| |  |  |  | | --- | --- | --- | | **Supervisor Statement** | | | | I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement. | | | | Supervisor Name | Supervisor Signature | Date | |  |  |  |   **Employee Statement** | | |
| I have discussed these duties with my supervisor and have been provided a copy of this duty statement.I certify I have read, understand, and can perform the duties of this position either with or without reasonable accommodation\*. | | |
| *\*A Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity. (If you believe reasonable accommodation is necessary, check yes. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)* | | |
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| Do you need a reasonable accommodation to perform the essential functions of this position? | | |
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| |  |  | | --- | --- | | **YES** | **NO** | | | |
| Employee Name | Employee Signature | Date |
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