

DUTY STATEMENT

DFW 242A (REV. 03/18/14)

☐ **CURRENT**

INSTRUCTIONS: A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242	EFFECTIVE DATE
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DFW DIVISION/BRANCH/REGION/OFFICE Exec/Cannabis	POSITION NUMBER (Agency-Unit-Class-Serial) 565-002-3852-XXX
UNIT NAME AND LOCATION Cannabis Program – Sacramento or San Bernardino or Orange County	CLASS TITLE Senior Industrial Hygienist
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-002-3856-001

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS

Under the general direction of the Cannabis Program Director, the incumbent will perform the more complex industrial hygiene work, works independently in a staff capacity on complex industrial hygiene problems, or in coordinating or conducting major studies and investigations, and functions as the Cannabis Program's health and safety officer in a specialist capacity to address compliance and training needs and act as a subject matter expert for Cannabis Program management.

PERCENTAGE OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST. (USE THE REVERSE SIDE IF NECESSARY.)
35%	<u>ESSENTIAL FUNCTIONS:</u> Plan, conduct, and analyze complex work site evaluations, incident investigations, and develop and maintain the statewide Cannabis Program (Program) to conform to all applicable occupational health and safety standards required in regulation by the California Department of Industrial Relations, Division of Occupational Safety and Health (Cal/OSHA). Inspect, identify, evaluate, and report findings and recommendations on health and safety hazards in the workplace. Investigate complaints of unhealthy working conditions. Research and evaluate reports, literature, occupational health and safety standards, and other resources to solve problems of occupational hazards. Prepare and review written reports of findings, maintain logs and records of inquiries and incidents, and recommend methods to control hazards. Conduct field sampling and monitoring through the collecting, recording, analyzing, and interpreting of industrial hygiene data in accordance with Cal/OSHA regulations. May develop special sampling and measuring apparatus and techniques. Investigate adequacy of ventilation, exhaust equipment, noise, lighting and other conditions that may affect employee health, comfort, or efficiency and recommends measures to support employee health and safety. Provide subject matter expert services to Department management, and program Safety Officers and Safety Committees, on occupational health and safety issues.
30%	Ensure that the Program's policies and practices are in compliance with Title 8 of the California Code of Regulations Division 1. Department of Industrial Relations, Chapter 4. Division of Industrial Safety Subchapter, 7. General Industry Safety Orders. Maintain professional knowledge of Cal/OSHA requirements pending changes to related laws and regulations. Prepare and maintain Department policies and practices related to the implementation of Cal/OSHA regulatory requirements. Participate in incident evaluations and trend analyses and mitigations of occupational health and accidents to focus preventative and corrective actions. Propose and administer or collaborate in corrective actions to reduce exposure and incidents. Draft and update Program policies, procedures, programs, and guidelines related to health and safety hazards and accident prevention. Prepare related letters, memos, informational items, and training for Program staff as needed or per established cycles.
10%	Administer the Program's Illness and Injury Protection Program including any applicable medical surveillances, respiratory protection, blood-borne pathogen, vaccinations, hearing conservation, hazard communication, ergonomics, lead and asbestos management, hazardous waste management, confined space determinations, heat and cold stress precautions, personal protective equipment, laboratory chemical hygiene plans, safeguarding flammables and corrosives, zoonotic disease, water quality, mold, and lead assessments.

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PERCENTAGE OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST. (USE THE REVERSE SIDE IF NECESSARY.)
10%	Develop and manage agreements to deliver occupational health and safety training for Program staff, obtain required supplies and equipment, and secure additional health and safety or more complex industrial hygiene services as necessary.
5%	Support and collaborate with other Health and Safety functions to ensure integration and consistency on State Leadership Accountability Act, Continuity Planning and Management, general policy development and maintenance, and special risk management and health and safety staff and projects.
5%	Attend industrial hygiene continuous education training, seminars, conferences, and workshops; complete training required to maintain necessary certifications. Review industrial hygiene related literature and federal and state government regulations pertaining to occupational safety and health standards.
5%	<u>NON-ESSENTIAL FUNCTIONS:</u> Perform administrative tasks including tracking time worked and attend career development and training as appropriate to contribute to the achievement of Program goals and objectives.
	KNOWLEDGE AND ABILITIES: Knowledge of: Basic principles of industrial hygiene, environmental health, and State and Federal laws, rules, and regulations on the health of industrial workers; basic concepts of apparatus used to monitor and/or collect samples of substances for analysis. All of the above, and public health and industrial hygiene principles and practices; one or more phases of biological, chemical, engineering, or toxicological factors, effects, and control measures; apparatus used to monitor and/or collect samples for analysis; methods, techniques, and practices used in determining and eliminating health hazards in industry. All of the above, and control of industrial health hazards; special sampling techniques and related apparatus; basic principles of supervision and training. All of the above, and principles and practices of effective supervision and management of a technical staff; a supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment. Ability to: Analyze situations accurately, derive recommendations, and take effective action; establish and maintain cooperative relations with those contacted in the course of the work; communicate effectively; prepare clear and concise reports. All of the above, and collect and evaluate plant findings and make recommendations for the elimination or control of hazardous conditions; function as a specialist in one or more phases of biological, chemical, engineering, or toxicological factor, and effects and control measures; interpret and apply industrial hygiene standards. All of the above, and independently conduct the most difficult field studies and investigations; represent the department in meetings with other governmental jurisdictions, industry, and community groups; train, lead, and review the work of other technical personnel. All of the above and evaluate proposed health standards and make recommendations for their modification or acceptance; plan, organize, and direct the work of a professional staff; establish and maintain liaison with Federal, State, and local agencies, and with labor, management, and public

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	interest groups; effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment. DESIRABLE QUALIFICATIONS: Skill to: Analyze situations accurately, derive recommendations, and take effective and appropriate action. Prepare clear and concise reports utilizing appropriate industrial hygiene or business styles as required. Lead complex projects; communicate clearly, concisely, and professionally whether that is in person, in front of a large group, or in writing; facilitate meetings and teams; make presentations or provide training to others, at all levels of the organization; perform effectively as an internal consultant, including intake/assessment, collaboration in developing recommendations, and implementation and evaluation. Ability to: Address organizational challenges using the problem-solving model, with emphasis on problem identification/root cause and use of data; adapt to and lead change; think strategically as well as attend to details; plan, organize, and complete tasks on time. Perform effectively in a team environment, act independently apply sound judgment in decision making, provide and receive feedback positively, and operate with professional tact and courtesy. Current Certified Industrial Hygienist designation from the American Board of Industrial Hygiene may be helpful in performing these duties. Additional Qualifications: Must possess a valid California Class C Driver's License. Must be able to safely operate a motor vehicle and equipment and be prepared to travel using a State vehicle. Special Personal Characteristics: Interpersonal Skills: Ability to work in a team environment and establish and maintain cooperative relations with Department staff, stakeholders, vendors, and control agency representatives. Utilize tact and discretion in working with staff, vendors, and third parties on sensitive and confidential matters. WORKING CONDITIONS: Work performed by the incumbent occurs in an office environment and at other times the work will be at field sites such as Department field offices, industrial shops, laboratories, wildlife areas, fish hatcheries, and other facilities, or involving on- or off-road vehicles or watercraft. These sites have the potential for exposures to hazardous substances or environments and may involve working outdoors in rough terrain in a range of climatic conditions. Additionally, the incumbent may be required to utilize personal protective equipment (safety boots, protective suits, hearing protection/respiratory protection, safety eyewear, hard hat, cooling vests, gloves, etc.) in adverse weather conditions (rain, cold, snow, heat, humidity, fog). The incumbent must have the ability to utilize office equipment including, but not limited to: telephone, scanner, fax, printer, copier, and/or personal computer. The incumbent is required to perform physical tasks such as driving, standing, lifting, bending calibrating, walking, adjusting, stooping, kneeling, climbing and descending ladders and sloped terrain, hauling, and carrying, sometimes in difficult conditions and situations. May be required to lift up to 35 pounds and must possess manually dexterity to calibrate and maintain field equipment. The incumbent is required to independently engage in field work which may require between 10% to 25% travel time annually for one or multiple-day trips.
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.	
PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE DATE

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EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT. I HAVE READ AND UNDERSTAND THE DUTIES AND ESSENTIAL FUNCTIONS OF THE POSITION AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION.		
PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE

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UNIT NAME AND LOCATION Cannabis Program – Sacramento or San Bernardino or Orange County	CLASS TITLE Associate Industrial Hygienist
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS

Under the general direction of the Cannabis Program Director, the incumbent will perform difficult industrial hygiene work, function as the Cannabis Program's health and safety officer to address compliance and training needs and act as a subject matter expert for Cannabis Program management.

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30%	Ensure that the Program's policies and practices are in compliance with Title 8 of the California Code of Regulations Division 1. Department of Industrial Relations, Chapter 4. Division of Industrial Safety Subchapter, 7. General Industry Safety Orders. Maintain professional knowledge of Cal/OSHA requirements pending changes to related laws and regulations. Prepare and maintain Department policies and practices related to the implementation of Cal/OSHA regulatory requirements. Participate in incident evaluations and trend analyses and mitigations of occupational health and accidents to focus preventative and corrective actions. Propose and administer or collaborate in corrective actions to reduce exposure and incidents. Draft and update Program policies, procedures, programs, and guidelines related to health and safety hazards and accident prevention. Prepare related letters, memos, informational items, and training for Program staff as needed or per established cycles.
10%	Administer the Program's Illness and Injury Protection Program including any applicable medical surveillances, respiratory protection, blood-borne pathogen, vaccinations, hearing conservation, hazard communication, ergonomics, lead and asbestos management, hazardous waste management, confined space determinations, heat and cold stress precautions, personal protective equipment, laboratory chemical hygiene plans, safeguarding flammables and corrosives, zoonotic disease, water quality, mold, and lead assessments.

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5%	Attend industrial hygiene continuous education training, seminars, conferences, and workshops; complete training required to maintain necessary certifications. Review industrial hygiene related literature and federal and state government regulations pertaining to occupational safety and health standards.
5%	<u>NON-ESSENTIAL FUNCTIONS:</u>
	Perform administrative tasks including tracking time worked and attend career development and training as appropriate to contribute to the achievement of Program goals and objectives,
	KNOWLEDGE AND ABILITIES:
	Knowledge of: Basic principles of industrial hygiene, environmental health, and State and Federal laws, rules, and regulations on the health of industrial workers; basic concepts of apparatus used to monitor and/or collect samples of substances for analysis.
	All of the above, and public health and industrial hygiene principles and practices; one or more phases of biological, chemical, engineering, or toxicological factors, effects, and control measures; apparatus used to monitor and/or collect samples for analysis; methods, techniques, and practices used in determining and eliminating health hazards in industry.
5%	All of the above, and control of industrial health hazards; special sampling techniques and related apparatus; basic principles of supervision and training.
	Ability to: Analyze situations accurately, derive recommendations, and take effective action; establish and maintain cooperative relations with those contacted in the course of the work; communicate effectively; prepare clear and concise reports.
	All of the above, and collect and evaluate plant findings and make recommendations for the elimination or control of hazardous conditions; function as a specialist in one or more phases of biological, chemical, engineering, or toxicological factor, and effects and control measures; interpret and apply industrial hygiene standards.
	All of the above, and independently conduct the most difficult field studies and investigations; represent the department in meetings with other governmental jurisdictions, industry, and community groups; train, lead, and review the work of other technical personnel.
	DESIRABLE QUALIFICATIONS:
	Skill to: Analyze situations accurately, derive recommendations, and take effective and appropriate action. Prepare clear and concise reports utilizing appropriate industrial hygiene or business styles as required. Lead complex projects; communicate clearly, concisely, and professionally whether that is in person, in front of a large group, or in writing; facilitate meetings and teams; make presentations or provide training to others, at all levels of the organization; perform effectively as an internal

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	consultant, including intake/assessment, collaboration in developing recommendations, and implementation and evaluation. Ability to: Address organizational challenges using the problem-solving model, with emphasis on problem identification/root cause and use of data; adapt to and lead change; think strategically as well as attend to details; plan, organize, and complete tasks on time. Perform effectively in a team environment, act independently apply sound judgment in decision making, provide and receive feedback positively, and operate with professional tact and courtesy. Current Certified Industrial Hygienist designation from the American Board of Industrial Hygiene may be helpful in performing these duties. Additional Qualifications: Must possess a valid California Class C Driver's License. Must be able to safely operate a motor vehicle and equipment and be prepared to travel using a State vehicle. Special Personal Characteristics: Interpersonal Skills: Ability work in a team environment and establish and maintain cooperative relations with Department staff, stakeholders, vendors, and control agency representatives. Utilize tact and discretion in working with staff, vendors, and third parties on sensitive and confidential matters. WORKING CONDITIONS: Work performed by the incumbent occurs in an office environment and at other times the work will be at field sites such as Department field offices, industrial shops, laboratories, wildlife areas, fish hatcheries, and other facilities, or involving on- or off-road vehicles or watercraft. These sites have the potential for exposures to hazardous substances or environments and may involve working outdoors in rough terrain in a range of climatic conditions. Additionally, the incumbent may be required to utilize personal protective equipment (safety boots, protective suits, hearing protection/respiratory protection, safety eyewear, hard hat, cooling vests, gloves, etc.) in adverse weather conditions (rain, cold, snow, heat, humidity, fog). The incumbent must have the ability to utilize office equipment including, but not limited to: telephone, scanner, fax, printer, copier, and/or personal computer. The incumbent is required to perform physical tasks such as driving, standing, lifting, bending calibrating, walking, adjusting, stooping, kneeling, climbing and descending ladders and sloped terrain, hauling, and carrying, sometimes in difficult conditions and situations. May be required to lift up to 35 pounds and must possess manually dexterity to calibrate and maintain field equipment. The incumbent is required to independently engage in field work which may require between 10% to 25% travel time annually for one or multiple-day trips.	
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PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT. I HAVE READ AND UNDERSTAND THE DUTIES AND ESSENTIAL FUNCTIONS OF THE POSITION AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION.		
PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE