

**Department of Toxic Substances Control**  
Position Duty Statement



<b>Classification Title</b>	<b>Department</b>
Senior Environmental Scientist (Specialist)	Department of Toxic Substances Control
<b>Working Title</b>	<b>Office/Unit/Section/Geographic Location</b>
	Safer Consumer Products Program/Statewide
<b>Position Number</b>	<b>Effective Date</b>
810-340-0765-005	

General Statement:

Under the general direction of the Senior Environmental Scientist (Supervisory), or the Supervising Hazardous Substances Engineer I, the Senior Environmental Scientist (Sr. ES) (Specialist) independently, or as a team leader, performs one or more of the following activities: conducts complex and difficult technical reviews of scientific literature and data; identifies chemicals and consumer products that pose hazards to people or the environment; reviews notifications, reports, and Alternatives Analyses submitted by regulated persons to comply with the Safer Consumer Products (SCP) Regulations; analyzes and develops regulations, policies, and legislation; collects, maintains, and evaluates large, complex data sets related to products, chemicals in products, and supply chains; evaluates and determines compliance; develops and implements enforcement activities and regulatory responses; recommends actions to ensure the effective implementation of the SCP program; and prepares or leads the preparation of technical and regulatory reports, proposals, policies, memoranda, and correspondence. In addition, the Sr. ES (Specialists) leads program-level projects and mentors team members to ensure the effective implementation of Project Management best practices in all areas of the SCP program. Specific duties include, but are not limited to:

**A. Specific Activities: Essential (E) / Marginal (M) Functions**

**20% (E) Technical Research and Analysis**

As a project team leader, team member, or independently, performs tasks such as researches and analyzes complex scientific and technical information and data from academic institutions, journals, industry associations, government bodies, non-governmental organizations, and other sources of reliable information. Researches and analyzes scientific, technical, and regulatory issues related to implementing the provisions of the SCP Regulations, including evaluating exposure and potential human health and environmental adverse impacts due to chemical exposure from consumer products. Researches and analyzes data and information on products, supply chains, and manufacturing processes. Identifies and evaluates potential safer alternatives to chemicals of concern in consumer products. Evaluates Alternatives Analysis reports and other compliance materials submitted pursuant to the SCP Regulations. Executes and monitors compliance and enforcement activities and ensures adherence with the SCP regulatory requirements.

**20% (E) Technical Information Synthesis to Develop and Implement Recommendations**

As a project team leader, team member, or independently, performs tasks such as synthesizes complex scientific, technical, and regulatory issues related to Priority Products, characterizing sales markets and supply chains, identifying and evaluating safer alternatives to Priority Products, and evaluating Alternatives Analysis reports submitted pursuant to the SCP Regulations. Leads or assists in developing recommendations on specific product-chemical combinations to be designated as Priority Products, Alternatives Analyses, and other reports received in compliance with the SCP regulations and appropriate Regulatory Responses to be implemented after the Alternatives Analysis has been completed. Develops and uses software tools, models, and informatic approaches, to collect, maintain, evaluate, visualize, and understand large data sets and to support product-chemical identification and prioritization activities within the SCP Program.

Leads or assists in developing and implementing compliance and enforcement recommendations, plans, and proposals, including compliance evaluation and administration, confirmatory testing, specific regulatory responses, and specific enforcement measures at all stages of the SCP regulatory program.

**20% (E) Communication and Outreach**

As a project team leader, team member, or independently, performs tasks such as prepares or oversees the preparation of reports, memoranda, scientific journal articles, and presentations concerning the assessment of chemicals in consumer products, the viability of chemical alternatives, and adequacy of technical notifications, reports, and analyses, including Alternatives Analyses, submitted by regulated persons under the SCP Regulations. Ensures all documents posted on SCP's website are accessible for those with visual or auditory impairments. Prepares and gives presentations on behalf of the Department on topics related to SCP Regulations implementation. Interacts with stakeholders including the media and governmental, scientific, professional, and public groups regarding SCP regulatory, policy, or legislative proposals. Conducts public outreach (e.g., public workshops, webinars, group and individual meetings, educational videos, and other training materials) to inform stakeholders about the prioritization of certain chemicals or product categories, proposed Priority Products, and compliance options, as well as to obtain scientific information and data not available through other publicly available sources. Responds to written and verbal inquiries from the regulated community, other public agencies, and news media about complex, sensitive, and difficult scientific and technical issues. Develops information technology projects to facilitate communication and engagement with stakeholders. Prepares and maintains public information resources (e.g., fact sheets, databases, web pages) related to the SCP Program's technical, regulatory, policy, or legislative proposals. Ensures that this information is presented clearly and concisely and in a manner that can be easily understood by all stakeholders.

**20% (E) Rulemaking, Policy Analysis, and Regulatory Implementation**

As a project team leader, team member, or independently, perform tasks including leads or participates in the development of the SCP Priority Product Work Plan. Develops, evaluates, and adopts scientifically based rulemaking, policy, or legislative proposals to ensure the effective implementation of the SCP Regulations. Prepares and implements rulemaking documents, technical reports, information, and guidance for departmental publication and use. Leads or participates in the development of guidance to regulated businesses to ensure an understanding of and compliance with the SCP regulations. Responds to written and verbal inquiries from the regulated community, other public agencies, and news media about the most complex, sensitive, and difficult scientific and technical issues. Develops internal and external proposals for research projects related to the evaluation of chemicals in consumer products and their alternatives. Provides guidance and training to SCP staff on the implementation of the Administrative Procedures Act, conducting legislative analyses, and developing scientifically-sound public policy. Anticipates complex or controversial regulatory, policy, or legislative issues and risks. Briefs management on issues, risks, and recommendations through policy analyses, white papers, issue memos, project proposals, meetings, and other presentation formats.

**15% (E) Project Management**

Leads projects and teams including the development of rulemaking, policy, and legislative proposals; enhancement of information management systems; assessment of chemical hazards and exposure from consumer products; identification of consumer products for adoption as Priority Products in regulation; evaluation of Alternatives Analyses; assessment of safer alternatives; development of regulatory response options for regulated entities, and compliance and enforcement. Develops project proposals, workplans, and schedules; tracks project milestones, resources, and deliverables; reports project status to project sponsor or SCP management; identifies project risks and actions to mitigate risks; and leads project team

meetings. Mentors project team members and guides their project implementation to ensure that best practices are followed in all SCP activities. Coordinates and communicates with team members' supervisors and managers regarding project schedules, priorities, and the quality and timeliness of team member assignments. Evaluates, recommends, and implements the use of project management principles and tools throughout the SCP program. Evaluates staff training needs and organizes training opportunities.

**5% (E) Administrative Duties**

Performs administrative duties including, but not limited to adheres to department policies, rules, and procedures. Submits administrative requests including leave, overtime, travel, and training in a timely and appropriate manner. Accurately reports time in the Daily Log timekeeping system and submits timesheets by the due date. Prepares various administrative reports including weekly reports, work plan summaries and updates, and activity progress reports. Performs other duties as assigned to support the SCP program such as conducting special projects and making presentations.

**B. Supervision Received**

The Sr. ES (Specialist) reports directly and receives most assignments from the Senior Environmental Scientist (Supervisory) or the Supervising Hazardous Substances Engineer I. However, direction and assignments may also come from the Deputy Director of the Safer Consumer Products Program and Environmental Program Manager I (Supervisory).

**C. Supervision Exercised**

None.

**D. Administrative Responsibility**

None.

**E. Personal Contacts**

The Sr. ES (Specialist) has regular contact with staff and management within DTSC, as well as within CalEPA and other federal, state and local government agencies. Additionally, the Sr. ES (Specialist) interacts with a wide variety of external stakeholders in business, industry, environmental groups, public health groups, academia and the public and on behalf of the department with print, radio and television media representatives in coordination with the Executive Office and the Office of Communications. The contacts and interactions may be by telephone, email, or in person.

**F. Actions and Consequences**

Failure to effectively perform the duties of the position could result in failure of the department to meet its statutory and regulatory obligations for implementing the SCP Program.

**G. Functional Requirements**

The Sr. ES (Specialist) works in a multi-story building with artificial light and temperature control in close proximity of other employees and uses typical office equipment including, but not limited to, telecommunications equipment, computers, photocopiers, and fax machines. Standing, bending, walking, and stooping may be required. The Sr. ES (Specialist) may sit or stand for prolonged periods while reading, working on a computer, or participating in meetings or discussions. A hybrid telework schedule may be available for this position. Occasional overnight travel may be required.

**H. Other Information**

The Sr. ES (Specialist) must have the ability to: establish cooperative working relationships with staff at all levels, both within and outside DTSC; establish effective working relationships with the regulated community; effectively communicate both verbally and in writing; analyze complex information and data; and provide clear, accurate, defensible analyses and recommendations.

**I. DTSC's Equity Statement**

The Department of Toxic Substances Control (DTSC) values diversity, equity, and inclusion throughout the organization. We foster an environment where employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. We believe the diversity of our employees is essential to inspiring innovative solutions. Together we further our mission to protect California's people and environment from harmful effects of toxic substances by restoring contaminated resources, enforcing hazardous waste laws, reducing hazardous waste generation, and encouraging the manufacture of chemically safer products.

**I have read and understand the duties listed above, and I can perform these duties with or without reasonable accommodation.** (If you believe reasonable accommodation is necessary, discuss your concerns with the supervisor.)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

**Revision Date: 01/25/2023**