

# DUTY STATEMENT

**CURRENT**       **PROPOSED**

RPA Number: <b>24-SCPP-219</b>	Classification Title: <b>Senior Environmental Scientist (Supervisory)</b>	Position Number: <b>810-340-0761-018</b>
Incumbent Name:	Working Title:	Effective Date:
Tenure: <b>Permanent</b>	Time Base: <b>Full-Time</b>	Intermittent Hours Per Month:
Division/Office: <b>Headquarters</b>	Section/Unit: <b>Safer Consumer Products Program</b>	Reporting Location: <b>Statewide</b>
Supervisor's Name: <b>Nancy Ostrom</b>	Supervisor's Classification: <b>Environmental Program Manager I</b>	CBID: <b>S10</b>
Confidential Designation:  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Designated Position for Conflict of Interest:  <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Position Telework Eligible:  <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Supervision Exercised:  <input type="checkbox"/> None <input type="checkbox"/> Lead <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Supervisory		

**Human Resources Use Only:**

**HR Analyst Approval**

HR Analyst Name Monica Vasquez	HR Analyst Signature <i>Monica Vasquez</i>	Date 1/25/24
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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.

**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.

**Position Description**

Under the general direction of the Environmental Program Manager I (Supervisory), the Senior Environmental Scientist (Supervisory) (Sr ES Sup) is responsible for developing, organizing, directing, and evaluating work in the Rulemaking and Policy Unit in the Safer Consumer Products (SCP) Program. The incumbent performs the full range of supervisory and management duties, including, but not limited to: interpreting and adhering to state and federal laws, rules, regulations, bargaining unit

contracts and policies in all personnel practices; providing direction and guidance regarding work assignments and daily work activities to ensure timely completion of assignments; reviewing work and evaluating performance of staff by providing regular feedback and completing timely probationary reports, annual performance appraisals, and individual development plans; monitoring employee performance and, if necessary, utilizing progressive discipline principles and procedures; completing personnel documentation; utilizing competitive hiring processes; and approving or denying administrative requests including leave, overtime, travel, and training. The incumbent should have excellent writing, editing, and speaking skill and will perform administrative and program management duties requiring independence of judgment and actions of confidentiality.

Specific duties include, but are not limited to, the following:

**Essential Functions (Including percentage of time):**

25%	<p><b><u>Managing Interdisciplinary Teams</u></b>  Manages and directs interdisciplinary teams of scientists and engineers responsible for developing and implementing regulations; evaluating and analyzing relevant policy; researching the hazards and exposure potential of chemicals used in consumer products; curating the Department of Toxic Substances Control's (DTSC) informational list of Candidate Chemicals; conducting information call-ins to manufacturers of chemicals and consumer products; evaluating and prioritizing products for possible designation as Priority Products under the department's regulations; developing guidance and criteria for identifying safer alternatives to Chemicals of Concern; assisting with and evaluating alternatives analyses submitted by manufacturers of priority products, and conducting compliance and enforcement of the SCP regulations; and developing regulations.</p>
25%	<p><b><u>Managing Rulemaking, Policy, and Legislation Development and Implementation</u></b>  Oversees development and evaluation of SCP regulations, policies and legislative proposals to ensure effective implementation of the SCP program. Assigns and guides staff in the development and writing of proposed regulations, development of policy analysis and procedures, development and review of proposed legislation, and in the analysis of legislation proposed by other entities. Coordinates with various DTSC programs, other agencies and departments, and external stakeholders to ensure that the SCP regulations are implemented in a clear and transparent manner based on reliable scientific information. Engages in outreach, including both requesting and providing professional and technical consultation, organizing and participating in meetings, facilitating public workshops and webinars, and requesting review and feedback on SCP program documents. Provides input and support for the development and implementation of the SCP Strategic Plan and departmental policies related to chemicals management. Conducts review and provides feedback on documents pertaining to candidate chemicals, priority products, and alternatives analysis. Represents the department before the media and governmental, scientific, professional, and public groups regarding the SCP Program.</p>
20%	<p><b><u>Overseeing Project Management, IT Systems, Data Science Tools, and Budget</u></b>  Guides and manages staff assigned to plan and manage projects that implement the SCP regulations. Promotes project management by overseeing staff to develop, use, and update tools necessary to plan, monitor, and execute projects successfully. Develops program goals, strategic and operational plans, and forecasts to manage the program budget; develops objectives for the program's mandated products and services. Prepares budget-related documents to meet the needs of the program including, but not limited to, budget change proposals, work plans, and workload assessments. Coordinates with other supervisors and managers in the SCP Program to manage project schedules and resources. Works with program and Office of Environmental Information Management, to build and operate new information technology systems to manage complex data on the properties of chemicals and</p>

	the consumer products that contain them, gathered from international and governmental entities (e.g., the Office of Environmental Health Hazard Assessment; the United States Environmental Protection Agency; the European Chemicals Agency, and others). Guides and directs staff to identify and evaluate data science tools and to use these tools to maintain the SCP Program’s Candidate Chemicals List, evaluate Candidate Chemicals in consumer products, and understand consumer product use patterns, including in environmental justice communities.
<b>20%</b>	<b><u>Conducting Personnel Management</u></b> Plans, organizes, directs, and provides managerial review of the work performed by Unit staff. Provides regular and timely written performance appraisals to staff. Counsels staff and initiates disciplinary actions as necessary. Recruits, hires, trains, develops, and provides leadership to staff. Complies with state and federal laws, rules, regulations, bargaining unit contracts and policies in all personnel practices, including, but not limited to: hiring, employee development, and management. Identifies appropriate long-range plans and goals to address succession planning and knowledge transfer.
<b>5%</b>	<b><u>Administrative Duties</u></b> Performs administrative duties including, but not limited to: adhering to department policies, rules, and procedures; submitting administrative requests, including leave, overtime, travel, and training, in a timely and appropriate manner; accurately reporting time in the Daily Log system; and submitting timesheets by the due date.
<b>Marginal Functions (Including percentage of time):</b>	
<b>5%</b>	<b><u>Overseeing Other In-House Activities</u></b> Supervises other activities housed in SCP Program. Consults with federal, state, and local and federal organizations on technical issues related to DTSC’s programs and activities.
<b>Typical Physical Conditions/Demands:</b>	
The job requires extensive use of a personal computer and the ability to sit/stand at a desk, utilize a phone, and type on a keyboard for extended periods of time.	
<b>Typical Working Conditions:</b>	
The incumbent works in a high-rise building with artificial light and temperature control. The incumbent is physically separated from colleagues in offices statewide and frequently from the incumbent’s supervisor, requiring frequent contact via telephone, videoconferencing, electronic mail, and electronic file transfer and storage. The incumbent works in an office location and is expected to operate office equipment such as a computer, copy machine, fax machine telecommunications equipment, etc. The incumbent may be required to travel up to 10% of the time to DTSC offices or statewide, which may require overnight stays and travel by land, air or sea.	
<b>Special Requirements of Position (Check all that apply):</b>	

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:**

**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.)*

Do you need a reasonable accommodation to perform the essential functions of this position?  YES  NO

Employee Name	Employee Signature	Date