

DUTY STATEMENT **CURRENT** **PROPOSED**

RPA Number: 23-SPWP-458	Classification Title: Environmental Scientist	Position Number: 810-340-0762-006
Incumbent Name:	Working Title:	Effective Date:
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: Safer Consumer Products Program	Section/Unit: AA Branch/AA Support Unit	Reporting Location: Statewide
Supervisor's Name: Tom Bruton	Supervisor's Classification: Supervising HSE	CBID: R10
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 checked="" type="checkbox"/> None <input type="checkbox"/> Lead <input type="checkbox"/> Managerial <input type="checkbox"/> Supervisory		

Human Resources Use Only:**HR Analyst Approval**

HR Analyst Name	HR Analyst Signature	Date
Monica Vasquez	<i>Monica Vasquez</i>	2/16/24

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 Senior Environmental Scientist (Supervisory), or the Supervising Hazardous Substances Engineer I, the Environmental Scientist (ES) will perform a range of duties within the Alternatives Analysis Support Unit and across the Safer Consumer Products Program (SCP). SCP advances the design, development, and use of products that are chemically safer for people and the environment. The Alternatives Analysis Review Unit works closely with manufacturers and other responsible entities to evaluate required Alternatives Analyses. Working independently and in teams, the ES performs or contributes to one or more of the

following activities in order to support the implementation of SCP mission and goals: conducts 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 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; implements enforcement activities and regulatory responses; and prepares technical and regulatory reports, proposals, policies, memoranda, and correspondence. Specific duties include, but are not limited to:

Essential Functions (Including percentage of time):

20%	<p>Technical Research and Analysis</p> <p>As a team member, or independently with guidance from senior staff, 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 to support evaluation and decision making in the SCP Program. For example, the ES may: evaluate potential exposure and human health and environmental adverse impacts due to chemical exposure from consumer products; research and analyze data and information on products, supply chains, and manufacturing processes; identify and evaluate potential safer alternatives to chemicals of concern in consumer products; review and evaluate Alternatives Analysis reports and other compliance materials submitted pursuant to the SCP Regulations; and undertake compliance and enforcement activities to evaluate adherence with regulations and to ensure an even playing field within industry sectors.</p>
20%	<p>Technical Information Synthesis</p> <p>To support Priority Product development, evaluation and decision making, as a team member, or independently with guidance from senior staff, performs tasks that such as: Synthesizes scientific, technical, and regulatory issues related to Priority Products; characterizes sales markets and supply chains; identifies and evaluates safer alternatives to Priority Products; reviews and evaluates Alternatives Analysis reports submitted pursuant to the SCP Regulations for compliance; leads or assists in developing recommendations on specific product-chemical combinations to be designated as Priority Products; and considers and recommends possible 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 in support of 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 to ensure adherence with regulations and an even playing field within industry sectors.</p>
20%	<p>Communication and Outreach to Support Stakeholder Engagement</p> <p>In support of stakeholder engagement that informs SCP processes, as a team member, or independently with guidance from senior staff, performs tasks such as:</p> <p>Uses MS Word, Powerpoint, Excel, Forms, and Adobe Acrobat and other similar software to prepare or oversee the preparation of reports, memoranda, scientific journal articles, surveys, and presentations to communicate with a wide variety of stakeholders, such as the public, legislators, manufacturers, institutions, governmental and non-governmental entities.</p> <p>Interacts with stakeholders including the media and governmental, scientific, professional, and public groups regarding SCP regulatory, policy, or legislative proposals to advance the goals of SCP.</p> <p>Coordinates and 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 to advance stakeholder understanding of the SCP process and decision making. Undertakes information technology projects to facilitate communication and engagement with stakeholders. Prepares and maintains public information resources (e.g., fact sheets, databases, web pages) to communicate 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, including by using accessibility software to ensure SCP's website are accessible for those with visual or auditory impairments.</p>
20%	<p>Rulemaking, Policy Analysis, and Regulatory Implementation to Ensure Effective Implementation</p>

	<p>of SCP Regulations As a team member, or independently with guidance from senior staff, perform tasks including: Participates in the development of the SCP Priority Product Work Plan in support of SCP mission and key performance indicators. Evaluates and drafts scientifically based rulemaking, policy, or legislative proposals to ensure the effective implementation of SCP Regulations. Prepares draft rulemaking documents, technical reports, information, and guidance for departmental publication and use. Participates in the development of guidance to regulated businesses to ensure an understanding of and compliance with the SCP regulations. Provides technical support in the development of laws, regulations, policies, guidance and other tools that advance the mission of SCP. Assists in preparing briefs, policy analyses, white papers, issue memos, project proposals, meeting agendas, and presentations for management regarding issues, risks, and recommendations.</p>
<p>15%</p>	<p>Project Participation and Reporting To support SCP’s key performance indicators, as a team member or independently with guidance from senior staff, performs tasks 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. In support of program and project execution, assists in developing proposals, workplans, and schedules; tracking project milestones, resources, and deliverables; reporting project status to project sponsor or SCP management; identifying project risks and actions to mitigate risks; and participating in project team meetings. To ensure timely execution of program and project deliverables, coordinates and communicates with project managers and supervisor regarding project schedules, priorities, and the quality and timeliness of assignments. With guidance from project managers and senior staff, uses project management principles and tools that will support the implementation of the SCP program. Assists in preparing various reports such as budget, status, and progress reports to ensure timely briefing of management on projects. Fulfills other duties as assigned.</p>
<p>5%</p>	<p>Administrative Duties Performs administrative duties that ensure consistent and smooth operations within SCP, 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 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.</p>
<p>Typical Physical Conditions/Demands:</p>	
<p>The ES 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.</p>	
<p>Typical Working Conditions:</p>	
<p>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.</p>	
<p>Special Requirements of Position (Check all that apply):</p>	

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