



State of California  
California Environmental Protection Agency  
Office of Environmental Health Hazard Assessment

## DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

RPA Number: DSP-002 FY 24-25	Classification Title: Senior Librarian	Position Number: 811-114-2943-001
Incumbent Name:	Working Title:	Effective Date:
Tenure: Permanent	Time Base: Full Time	Intermittent Hours Per Month:
Division/Office: Division of Scientific Programs	Section/Unit:	Reporting Location: Sacramento or Oakland
Supervisor's Name: Kannan Krishnan	Supervisor's Classification: Assistant Deputy Director	CBID: R21
Confidential Designation:  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Designated Position for Conflict of Interest:  <input type="checkbox"/> YES <input checked="" 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		

<b>Human Resources Use Only:</b>	
<b>HR Analyst Approval:</b>	<b>Date:</b>

### 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 Environmental Health Hazard Assessment's (OEHHA) Division of Scientific Programs incorporates scientific and public health information to assess chemical hazards for various regulatory programs under the California Environmental Protection Agency (CalEPA), as well as other state and local agencies. The Division provides these programs with the scientific tools and health information upon which to base risk management decisions. The tools and information are used to assess health



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risks, including risks to children and other sensitive and vulnerable subpopulations, from exposure to chemicals in air, water, food, consumer products, hazardous and municipal waste facilities, fish and shellfish, and sediments in bay and estuarine waters.

Under direction of the Assistant Deputy Director, Division of Scientific Programs, the Senior Librarian is responsible for complex search services of multiple on-line scientific databases and search engines to assist scientific staff in identifying the full body of scientific research associated with a specific chemical or topic. The Senior Librarian assists staff in obtaining the full-text document of studies identified by searches when the full-text document is not available through the search engine. In addition, the Senior Librarian maintains the Occupational and Environmental Health Library (OEHL) located in OEHHA's Oakland office. The Senior Librarian performs the following duties and other related work:

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

- 35% Performs complex literature searches to identify scientific studies that OEHHA scientists need to conduct risk assessments and other evaluations of toxic chemicals and performs these technical scientific searches of databases using established systematic methods and provides documentation regarding the searches. Performs complete bibliographic and research support through developing literature search strategies tailored to specific scientific projects and implementing the strategy. Maintains detailed documentation of search methods, search strategies and search results. Provides search results to scientists in EndNote or other format. As requested, provides a written summary of search methods and results for inclusion in OEHHA publications. Assists OEHHA staff in obtaining the literature from the State Library and/or through a document delivery vendor. Coordinates the collection and development of the documentation that makes up the validation of the systematic approach used in identifying the full body of scientific research.
- 35% Performs administrative tasks including, but not limited to, selection, cataloging and maintenance of a non-circulating reference collection and a circulating book, journal, and electronic full-text collection in the OEHL and acquires ready reference materials needed on-site. Prepares and tracks requests for journals and publications to be added to the OEHL and tracks and maintains the existing collection of journals and publications in the OEHL to minimize duplication of holdings. Provides document delivery on-site, coordinates commercial document delivery and interlibrary whether through library loans or through contracted database searches and document delivery services. Writes scopes of work and develops budgets for Interagency Agreements with other State entities, as required, when securing and leveraging shared library services. Maintains relationships with commercial document delivery vendors and interlibrary sharing services. Tracks all requests for full text and costs associated with full text acquisition.
- 10% Provides orientation and instruction sessions to OEHHA scientific staff on how to do searches of scientific databases where OEHHA has desktop access. Conducts ongoing activities to organize and operate the library considering technology changes, including but not limited to, surveying library users, working with the State Library, CalEPA Boards, Departments and Office's library staff, Public Health, Health Care Services and Food and Agriculture to



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coordinate library services and to evaluate alternatives. Implements transition plans to move library resources to recommended new formats. Works with scientific Branches to facilitate searching of specific files in various physical locations, including the library and storage spaces, within OEHHA.

- 10% Provides reference support to library users, keeps the library organized and well maintained with timely filing and cataloging with the assistance of Oakland's administrative support staff, OEHHA scientific staff, and students. Keeps accurate records regarding library loaned documents.
- 5% Works with the Budget Office regarding the funding available for library services. Monitors monthly expenditure reports and proposed expenditures for library purchases or access to database search engines. Maintains expenditure records to ensure that the office library does not exceed its allocated budget.

#### **Marginal Functions (Including percentage of time):**

- 5% Carries out other related work as assigned. Attends Racial Equity and Environmental Justice (REEJ) related trainings and activities.

#### **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.

#### **Typical Working Conditions:**

OEHHA has a hybrid work environment that includes work in an office setting in a high-rise building and telework at home. OEHHA's office is located in a downtown high-rise office building. The air-conditioned accommodation consists of open areas furnished with cubicles, not all of which have direct natural illumination. Extended periods of reading and writing, and frequent use of computer workstations with statistical, bibliographic, communications or word processing software. Time critical assignments are part of the workload. Hours are worked on a flextime basis, subject to supervisor's approval, and may at times necessitate attendance at the State office or at off-site meetings outside standard office hours. Availability to occasionally travel statewide and out of State. May be required to travel to other OEHHA locations for business related needs as necessary.

#### **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.



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☐ 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.)*

Do you need a reasonable accommodation to perform the essential functions of this position?

☐ YES ☐ NO

Employee Name Employee Signature Date