

DUTY STATEMENT

Employee Name:	Position Number: 580-650-0765-019
Classification: Senior Environmental Scientist (Specialist)	Tenure/Time Base: Permanent/Full-Time
Working Title: Senior Environmental Consultant	Work Location: Various locations available. Location to be determined upon hire.
Collective Bargaining Unit: R10	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Environmental Health / Division of Radiation Safety and Environmental Management	Branch/Section/Unit: Environmental Management Branch / Environmental Health Services Section / Institutions & Recreational Health Unit

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) 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 departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by advancing the health and well-being of California's diverse people and communities by protecting the public's health, promoting health and wellness, empowering the public health workforce, and enhancing services through agile operations.

The Senior Environmental Scientist (Specialist) (SES, [SPEC]) independently conducts environmental health surveys and reviews construction plans of adult and youth correctional facilities, state hospitals, developmental centers, schools for the blind and deaf, and other facilities operated

by State agencies to ensure compliance with federal and State health and safety laws, regulations, industry standards, and safe operating practices. The SES (Spec) works with the management and operators of these facilities to ensure safe and healthy operating conditions, provide training, and offer consultative services to correct deficiencies. The SES (Spec) provides consultative and professional environmental health services in areas such as food service operations, housing, vector control, water treatment, waste disposal, cross-connection control, medical services, medical waste management, worker safety, ergonomics, hazardous materials management, and other environmental health-focused programs. This position requires heavy travel up to approximately 75% of the time and may have overnight stays.

The incumbent works under the direction of the Senior Environmental Scientist (Supervisor) of the Environmental Health Services Section (EHSS), Institutions and Recreational Health Unit.

Special Requirements

- ☒ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☒ Medical Clearance
- ☒ Travel: Up to 75% per month, which may require an overnight stay(s).
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☒ License/Certification: Registered Environmental Health Specialist as described in California Health and Safety Code 106600-106735.
- ☒ Other: Must be able to work in the field in varying types of terrain, under inclement weather conditions as required by field work protocols. Must be comfortable carrying and moving with at least 50-pounds of gear. Must be comfortable with standing, walking, bending, and twisting at least 75% of the shift when conducting fieldwork.

Essential Functions (including percentage of time)

- 40% Conducts environmental health surveys and reviews construction plans of adult correctional facilities, state hospitals, developmental centers, schools for the blind and deaf, and other facilities to determine compliance with federal and State health and safety laws, regulations, industry standards, and safe operating practices. Participates in entrance and exit conferences with management of the facilities to review and discuss the results of the surveys.
- 25% Prepares comprehensive environmental health survey reports that document and identify deficiencies observed during the surveys and provides recommendations for correcting those deficiencies. Plans, provides, and implements both the more complex and routine general and specialized inspections, investigations, or studies of environmental health and safety operations and practices. Performs preliminary and secondary analyses, research, surveys, and investigations of food service operations, housing, vector control, water treatment, waste disposal, cross-connection control, medical services, medical waste management, worker safety, ergonomics, and hazardous materials management.
- 15% Provides technical assistance and consultation to the administrators of State facilities to ensure program understanding and compliance with federal and State health and safety laws,

regulations, industry standards, and safe operating practices. Responds to inquiries from institutions, local enforcement agencies, or other interested parties. Assists administrators and environmental health professionals with the development of short- and long-term strategies to resolve environmental issues. Provides recommendations for corrective actions and may assist with the preparation of corrective action plans.

- 10% Prepares reports for each of the State agencies served by the Institutions Program. Coordinates and provides training for administrators and other professionals employed by institutions regarding proper environmental health management practices. Prepares technical documents or handouts for use by the administrators and other professionals regarding proper environmental management practices. Maintains a clearinghouse of technical information for contract customers, the public, and other interested parties. Prepares routine and complex correspondence, special reports, and other assignments. Prepares bill analyses, issues memorandums, controlled correspondence, and legislative reports, as required. Provides food safety certification course and administers food safety certification exams, as needed. Maintains current food safety certification.
- 5% Serves as the principal program liaison with the Department of Corrections and Rehabilitation, Department of State Hospitals, Department of Developmental Services, Department of Education, and other contracting departments. Develops, negotiates, and monitors interagency agreements with the contract agencies. Assists in the preparation of the annual program, workload analysis, budget, and expenditure plan. Assists in the monitoring of revenue and expenditures for the Institutions Program.

Regions

Region	Counties	Available Headquarter Locations
Region I	Los Angeles, Orange, San Luis Obispo, Santa Barbara, Ventura	Los Angeles
Region IV	Alpine, Amador, Calaveras, El Dorado, Nevada, Placer, Sacramento, San Joaquin, Stanislaus, Tuolumne, Yolo	Sacramento

Marginal Functions (including percentage of time)

- 5% May represent the California Department of Public Health at workshops, public meetings, and conferences. Makes presentations to institutions, local government, and other interested parties regarding the environmental health surveys and other environmental health concerns. Performs other work-related duties as required.

☐ I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

☐ I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

HRD Use Only:

Approved By: Nathalia Klyn

Date: 10/27/2025