

DUTY STATEMENT

Employee Name: Vacant	Position Number: 580-630-3803-909
Classification: Associate Health Physicist	Tenure/Time Base: Permanent / Full-Time
Working Title: Medical and Academic Licensing Health Physicist	Work Location: 1500 Capitol Avenue, MS 7610 Sacramento, CA 95814
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: Radiologic Health Branch / Radioactive Materials Licensing Section / Medical and Academic Licensing Unit

All employees shall possess the general qualifications, as described in the 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 performing journey-level duties in the Radioactive Materials Licensing (RML) Section, Medical, Academic, and Licensing (MAL) Unit for licensing the safe use of radioactive materials.

The Associate Health Physicist (AHP) is responsible for applying specialized and advanced principles of radiation and health physics, radiation control regulations, and policies and procedures to review and perform the more comprehensive and complex radioactive materials license applications for various radioactive materials licenses and Sealed Source and Device Registries in accordance with

Title 10, Code of State of Federal Regulations (10 CFR) and Title 17, California Code of Regulations (17 CCR). The AHP determines the health physics and engineering regulatory standards and policies that are applicable to ensure the health and safety of workers, members of the public, and the environment. The AHP participates in or directs on-site facility inspections. The AHP is provided with didactic training and will attend both in-state and out-of-state training.

The incumbent works under the direction of the Senior Health Physicist (Sr. HP) in the RML Section, Medical and Academic Licensing (MAL) Unit.

Special Requirements

- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☒ Medical Clearance
- ☒ Travel: Up to 15% as required, which may include an overnight stay.
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

- 30% Independently performs the more difficult and complex reviews for new radioactive material license applications, requests for changes to existing licenses, applications for license renewal, and requests for termination of a license. This includes evaluating safe facility operations through the effectiveness of radiation protection methods, including use of engineering and administrative controls and the qualifications of individuals using radioactive materials. Determines and applies appropriate radiation protection standards using federal and state regulatory practices. Determines the need for and prepares related correspondence, and drafts licensing actions for management approval. Participates in or directs on-site facility inspections in support of these actions or for the purpose of inspection, radiation assessment and measurement, monitoring, surveying, and sample collection of various radioactive materials licenses.
- 25% Independently performs the more difficult and complex reviews for decommissioning plans, decommissioning funding plans, and decommissioning results for releasing a facility or terminating a license. Determines acceptable release criteria using appropriate regulations, computer models, industry standards, and policies. Determines and applies appropriate radiation protection standards using federal and state regulatory practices. Determines the need for and prepares related correspondence and drafts licensing actions for management approval. Participates in or directs on-site facility inspections in support of these actions or for the purpose of inspection, radiation assessment and measurement, monitoring, surveying, and sample collection of various radioactive materials licenses.
- 20% Leads, coordinates, directs, and participates in projects and initiatives as assigned including providing constructive criticism on peer reviews of licensing actions. Recommends new policies and changes to existing policies, procedures, standard conditions, and regulations pertaining to RML. Makes recommendations on radiation protection standards and practices.

- 10% Participates in on-the-job, self-directed, and formal didactic technical training through U.S. Nuclear Regulatory Commission-sponsored training courses, training courses offered by other agencies and companies, and cross-training with other licensing units of the RML Section. Assists with or directs on-site visits for the general purpose of inspection, radiation assessment and measurement, monitoring, surveying, and sample collection for various radioactive materials licenses. Communicates in writing and verbally with the public, professionals in local, state, and federal government agencies, and licenses on radiation safety and protection standards, and outreach programs.
- 10% Independently performs the more difficult and complex reviews and evaluations of general licensed devices, ensuring their safe use and handling in accordance with 10 CFR and 17 CCR. Independently conducts the more difficult and complex reviews for Sealed Source and Device Registries. Determines and applies appropriate radiation protection standards using federal and state regulatory practices. Identifies the need for and prepares related correspondence and drafts licensing actions for management approval.

Marginal Functions (including percentage of time)
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- 5% Participates in nuclear emergency response training, outreach activities, and other duties as assigned or 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 the 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: 11/04/2025