

DUTY STATEMENT

Employee Name: Vacant	Position Number: 580-630-3779-XXX
Classification: Assistant 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, Academic, and 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 entry-level duties in the Radioactive Materials Licensing (RML) Section, Medical, Academic, and Licensing (MAL) Unit for licensing the safe use of radioactive materials.

The Assistant Health Physicist (Asst. HP) is responsible for applying principles of radiation and health physics, radiation control regulations, and policies and procedures to review and perform the average difficulty 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 Asst. HP 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 Asst. HP assists with on-site facility inspections. The Asst. HP is provided with didactic training and will attend both in-state and out-of-state training.

The incumbent works under the supervision of the Senior Health Physicist (Sr. HP) in the RML Section, Medical, Academic, and 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% Performs reviews for new radioactive material license applications, requests for changes to existing licenses, applications for license renewal, and requests for termination of a license of average complexity. This includes evaluating safe facility operations through the effectiveness of radiation protection methods, including the 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. Assists with on-site facility inspections in support of these actions or for the general purpose of inspection, radiation assessment and measurement, monitoring, surveying, and sample collection of various radioactive materials licenses.
- 25% Performs reviews for decommissioning plans, decommissioning funding plans, and decommissioning results for releasing a facility or license termination of average complexity. 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. Assists with on-site facility inspections in support of these actions or for the general purpose of inspection, radiation assessment and measurement, monitoring, surveying, and sample collection of various radioactive materials licenses.
- 15% Performs responsibilities on 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.
- 15% Under supervision of the Sr. HP, 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 on-site visits for the general purpose of inspection, radiation assessment and measurement, monitoring, surveying, and sample collection for various radioactive materials licenses. Under supervision of the Sr. HP, communicates in writing and verbally with the public, professionals in local, state, and federal government agencies, and licensees on radiation safety and protection standards, and outreach programs.

- 10% Under the supervision of the Sr. HP, performs reviews for and evaluations of general licensed devices of average complexity, ensuring their safe use and handling in accordance with 10 CFR and 17 CCR. Conducts reviews for Sealed Source and Device Registries of average complexity. 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)

- 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

DUTY STATEMENT

Employee Name: Vacant	Position Number: 580-630-3781-XXX
Classification: Junior 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, Academic, and 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 trainee-level duties in the Radioactive Materials Licensing (RML) Section, Medical, Academic, and Licensing (MAL) Unit for licensing the safe use of radioactive materials.

The Junior Health Physicist (Jr. HP) is responsible for applying basic principles of radiation and health physics, radiation control regulations, and policies and procedures to review progressively more difficult and complex radioactive materials license applications for various radioactive materials licenses and for 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 Jr. HP assists in determining 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 Jr. HP accompanies and assists the Associate, Senior, and Supervising Health Physicists with on-site facility inspections to ensure the licensees are following all required rules, regulations, and licensure requirements. The Jr. HP is provided with didactic training and will attend both in-state and out-of-state training.

The incumbent works under the close supervision of the Senior Health Physicist (Sr. HP) in the RML Section, Medical, Academic, and 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)

- 25% Under the close supervision of the Sr. HP, 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 on-site visits for the general purpose of inspection, radiation assessment and measurement, monitoring, surveying, and sample collection for various radioactive materials licenses and licenses. Under the close supervision of the Sr. HP, 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.
- 25% Under the close supervision of the Sr. HP, assists in performing reviews for new radioactive material license applications, requests for changes to existing licenses, applications for license renewal, and requests for termination of a license of lesser complexity. 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. Assists in determining and applying 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. Assists with on-site facility inspections in support of these actions or for the general purpose of inspection, radiation assessment and measurement, monitoring, surveying, and sample collection of various radioactive materials licenses and licenses.
- 20% Under the close supervision of the Sr. HP, performs reviews for decommissioning plans, decommissioning funding plans, and decommissioning results for releasing a facility or license termination of lesser complexity. 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. Assists with on-site facility inspections in support of these actions or for the general purpose of inspection, radiation assessment and measurement, monitoring, surveying, and sample collection of various radioactive materials licenses and licenses.

- 15% Assists in performing responsibilities on 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% Under the close supervision of the Sr. HP, performs reviews for and evaluations of general licensed devices of less complexity, ensuring their safe use and handling in accordance with 10 CFR and 17 CCR. Conducts reviews for Sealed Source and Device Registries of less complexity. 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)

- 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: 11/07/2025