

## DUTY STATEMENT

Employee Name: <b>Vacant</b>	Position Number: <b>580-630-3779-XXX</b>
Classification: Assistant Health Physicist	Tenure/Time Base: Permanent / Full-Time
Working Title: Policy, Procedures, Regulations, and Training 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

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 for licensing the safe use of radioactive materials.

The Assistant Health Physicist (Asst. HP) assists higher level health physicists in developing and applying policies, procedures, regulations, and information technology integration, and coordinating and facilitating technical and non-technical training. The 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 complexity for radioactive materials license applications for various radioactive materials licenses and Sealed Source and Device Registries in accordance with Title 10, Code of Federal Regulations (10 CFR) and Title 17, California Code of Regulations (17 CCR). Prepares information on 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. Assists journey-level Health Physicists with on-site facility inspections. Attends both in-state and out-of-state training.

The incumbent works under the supervision of the Supervising Health Physicist (Sr. HP) in the RML Section.

### 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 supervision of the Sr. HP, assists with coordinating and participates in projects and initiatives relating to average complexity and politically sensitive information notices, policies, procedures, and regulations related to the acquisition, possession, use, decommissioning, and disposal of radioactive materials ensuring compliance with California laws, federal guidelines, departmental practices, policies, and procedures, and the California Administrative Procedures Act for adopting, amending, or repealing regulations, as necessary. Assesses the impact of notices, policies, procedures, and regulations by applying principles of radiation and health physics, and radiation control regulations. Drafts and revises RML Section policies and procedures including those relating to radioactive material licenses, license conditions, and legally-binding requirements. Assists with coordinating training to staff on new or updated notices, policies, procedures, and regulations.
- 20% Under the supervision of the Sr. HP, assists with coordinating, and participates in projects and initiatives relating to RML Section technology improvements and implementation by applying principles of radiation and health physics, and radiation control regulations. Reviews, analyzes, and evaluates current data management and maintenance functionality for alignment with RML Section needs and operations. Creates and proposes improvements to relevant database queries based on operational needs. Reviews, analyzes, and evaluates improvements to RML Section administrative processes and practices, including correspondence and documentation custody and control, and technological integration.
- 20% Under the supervision of the Sr. HP, leads, assists with coordinating, and participates in projects and initiatives relating to RML Section staff technical training and qualifications. Maintains technical training records for RML Section staff and coordinates training opportunities to address RML Section requirements ensuring alignment with Radiologic Health

Branch (RHB) practices, policies, and procedures. Coordinates training requests from RHB staff for approval by the RHB Branch Chief. Communicates and facilitates training requests with approving authorities. Assists with logistics and implementation of training events as necessary including securing venues, vendor coordination and contracts, and related needs.

- 15% Reviews and evaluates radioactive materials license actions of average complexity, such as new applications, amendments, renewals, decommissioning plans, funding plans, facility release determinations, and license terminations. Evaluates 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. Prepares information on the acceptable release criteria using appropriate regulations, computer models, industry standards, and policies and makes recommendations to management. Performs the reviews 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 of average complexity for Sealed Source and Device Registries. Determines and applies appropriate radiation protection standards using federal and state regulatory practices. Prepares related correspondence and drafts licensing actions for management approval. Assists journey-level Health Physicists with on-site facility inspections of radiation assessment and measurement, monitoring, surveying, and sample collection of various radioactive materials licenses. Performs peer reviews of licensing actions. Makes recommendations on radiation protection standards and practices.
- 15% Under the 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 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 licensees. 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.

#### **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 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: 01/02/2026

## DUTY STATEMENT

Employee Name: <b>Vacant</b>	Position Number: <b>580-630-3781-XXX</b>
Classification: Junior Health Physicist	Tenure/Time Base: Permanent / Full-Time
Working Title: Policy, Procedures, Regulations, and Training 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

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 for licensing the safe use of radioactive materials.

The Junior Health Physicist (Jr. HP) learns and applies basic principles of radiation and health physics, radiation control, and policies, procedures, regulations, and information technology integration. Learns and assists in reviews and progressively performs more difficult 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). Assists with 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 assists journey-level Health Physicists with on-site facility inspections. 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 Supervising Health Physicist (Sr. HP) in the RML Section.

### 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)

- 20% Under the close supervision of the Sr. HP, participates and assists in projects and initiatives relating to complex and politically sensitive information notices, policies, procedures, and regulations related to the acquisition, possession, use, decommissioning, and disposal of radioactive materials ensuring compliance with California laws, federal guidelines, departmental practices, policies, and procedures, and the California Administrative Procedures Act for adopting, amending, or repealing regulations, as necessary. Assists with assessing the impact of notices, policies, procedures, and regulations by applying basic principles of radiation and health physics, and radiation control regulations. Assist in drafting and revising the RML Section policies and procedures including those relating to radioactive material licenses, license conditions, and legally-binding requirements.
- 20% Under the close supervision of the Sr. HP, participates and assists in projects and initiatives relating to RML technology improvements and implementation by applying basic principles of radiation and health physics, and radiation control regulations. Reviews, analyzes, and evaluates current data management and maintenance functionality for alignment with RML Section operations. Facilitates, creates, and proposes improvements to relevant database queries based on operational needs. Reviews, analyzes, and evaluates improvements to RML Section administrative processes and practices, including correspondence and documentation custody and control, and technological integration.
- 20% Under the close supervision of the Sr. HP, participates and assists in projects and initiatives relating to RML staff technical training and qualifications. Assists with maintaining technical training records for RML staff and with the coordination of training opportunities to address RML Section requirements ensuring alignment with Radiologic Health Branch (RHB) practices, policies, and procedures. Coordinates training requests from RHB staff for approval. Assists with logistics and implementation of training events as necessary including securing venues,

vendor coordination and contracts, and related needs.

- 20% 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 licensing units of the RML Section. Assists journey-level Health Physicists 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 licensees.
- 15% Under the close supervision of the Sr. HP, participates and assists in reviews for radioactive materials licenses of lower complexity, including new applications, amendments, renewals, decommissioning plans and funding plans, decommissioning results for releasing a facility and license terminations. Applies principals to 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. Learns to determine the criteria for acceptable release using appropriate regulations, computer models, industry standards, and policies. Participates in the reviews and evaluations of general licensed devices of less complexity, ensuring their safe use and handling in accordance with 10 CFR and 17 CCR. Participates in the reviews of lower complexity for Sealed Source and Device Registries. Learns and applies principles on appropriate radiation protection standards using federal and state regulatory practices. Assists with 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. Performs peer reviews of licensing actions.

#### **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 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: 01/02/2026