

DUTY STATEMENT

Employee Name: Vacant	Position Number: 580-XXX-0765-XXX
Classification: Senior Environmental Scientist (Specialist)	Tenure/Time Base: Permanent / Full-Time
Working Title: Food and Safety Education Specialist	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 Food and Drug Safety	Branch/Section/Unit: Food and Drug Branch / Food Investigations and Technical Support Section / Standard and Continuous Improvement 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 promoting health and wellness and improving state health outcomes by advancing protective measures and reducing risk.

The Senior Environmental Scientist (Specialist) (SESS) is the Food Safety Education and Training Specialist in the Standardization and Continuous Improvement Unit. The incumbent plans, organizes, coordinates, develops, implements, and evaluates activities to ensure the successful statewide implementation and operation of the Food Safety Education & Training Program. Responsibilities

include designing and delivering various education and training programs aimed at preventing microbial contamination and addressing other food safety topics, in collaboration with food industry representatives, state and local regulatory partners, and other stakeholders. The SESS also collects and analyzes data from regulatory program training, inspections, and enforcement actions to identify improvement opportunities and develop strategic plans. Additionally, the incumbent reviews state and federal legislation for potential impacts on food inspection programs, participates in statewide meetings with key stakeholders, and provides technical assistance to industry and regulatory agencies to enhance food safety practices and standards.

The incumbent works under the general direction of the Chief, Food and Drug Unit of the Food and Drug Branch (FDB), in the Food Investigations and Technical Support Section (FITSS), Standardization and Continuous Improvement Unit (SCIU).

Special Requirements

- ☒ Conflict of Interest (COI)
- ☒ Background Check and/or Fingerprinting Clearance
- ☒ Medical Clearance
- ☒ Travel: Up to approximately 45% in-state travel is required, which may include overnight stay(s).
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

- 40% Plans and coordinates activities to ensure the statewide implementation of the Food Safety Education & Training Program. Develops and implements education and training programs related to the prevention of microbial contamination and other food safety topics in consultation and collaboration with food industry representatives, State and local regulatory partners, and other stakeholders. Utilizes current, risk-based, food safety process evaluation methods to develop food safety control procedures, standardization procedures, training presentations, and training materials to assist local enforcement agencies and food operators and processors in reducing microbial contamination during preparation, processing, handling, serving and storage. Prepares, develops, and implements program curriculum. Provides classroom training, virtual instructor-led training, face-to-face individual training, lectures, group activities, role-playing and other training modalities to local enforcement agencies, industry and other stakeholders. Provides on-site field training, standardization training, and other on-the-job environmental training to local enforcement agency and FDB staff.
- 25% Collects and analyzes data from food safety regulatory program training, standardization, inspections, investigations, and enforcement actions. Identifies education and training improvement opportunities and develops course of action. Prepares educational materials, guidance, policy, planning, or regulatory documents, and other related work. Leads education, training, standardization, and food safety program assessment projects. Provides technical assistance to industry, management, and state and local enforcement agencies. Assesses overall program operations and effectiveness annually. Prepares and distributes annual performance reports. Develops strategic plans for future food safety education, training, and

standardization activities. Collaborates with subject matter experts to develop and/or facilitate internal training and improvement activities in response to program analysis.

15% Independently reviews state and federal legislation for potential impacts on food inspection programs. Prepares analysis and collaborates with appropriate program staff. Interprets new and amended legislative language and analyzes state and federal legislative bills. Reviews proposed legislation, ensures bill analysis is consistent with administrative policy, and adequately addresses impacts to local and FDB inspection programs as well as public health implications. Reviews and analyzes proposed legislation and bill analyses for accuracy, thoroughness and consistency with Agency policy and advise management on the impact. Collaborates with subject matter experts to review and respond to technical food safety and policy inquiries. Develops policy or position statements or other technical documents. Develops and makes available to stakeholders, correspondence, informational circulars, and publications that clarify or explain laws, regulations, and FDB enforcement policies.

15% Conducts and participates in statewide meetings with representatives from food industries, consumers, academia, and other federal, state, and local food safety agencies to prepare and provide outreach, information, education, and training on measures to promote food safety. Develops an annual statewide work plan for associated responsibilities.

Regions

Region	Counties	Available Headquarter Locations
Region I	Alpine, Amador, Calaveras, El Dorado, Placer, Sacramento, San Joaquin, Stanislaus, Tuolumne, Yolo	Sacramento
Region II	Alameda, Contra Costa, Del Norte, Humboldt, Lake, Marin, Mendocino, Monterey, Napa, San Benito, San Francisco, San Mateo, Santa Clara, Santa Cruz, Solano, Sonoma	Contra Costa
Region III	Fresno, Kings, Madera, Mariposa, Merced, Tulare, Kern	Fresno
Region IV	Orange, San Luis Obispo, Santa Barbara, Ventura, and Los Angeles	Los Angeles, Orange
Region V	Orange, San Luis Obispo, Santa Barbara, Ventura, and Los Angeles	San Bernardino

Marginal Functions (including percentage of time)

5% Performs other job-related duties as assigned.

☐ 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: James Chan	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

HRD Use Only:

Approved By: Nathalia Klyn

Date: 01/29/2026