

## DUTY STATEMENT

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| Employee Name:<br><b>Vacant</b>   | Position Number:<br>580-XXX-0762-XXX   |
| Classification:<br>Environmental Scientist  | Tenure/Time Base:<br>Permanent / Full-Time   |
| Working Title:<br>Inspector   | Work Location:<br>Various Locations Available. Location to be determined upon hire.  |
| Collective Bargaining Unit:<br>R10  | Position Eligible for Telework (Yes/No):<br>Yes  |
| Center/Office/Division:<br>Center for Environmental Health / Division of Food and Drug Safety | Branch/Section/Unit:<br>Food and Drug Branch / Drug and Medical Device Compliance & Enforcement Section / Regulatory Compliance Unit – North |

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.

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### **Competencies**

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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](#).

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### **Job Summary**

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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 risks.

The Environmental Scientist (ES) is responsible for conducting technical inspections of drug, medical device, and cosmetic manufacturing, distribution, and retail facilities to evaluate compliance with Sherman Food, Drug, and Cosmetic law and federal regulations, Responsibilities include documenting violations, collecting samples or evidence, reviewing, evaluating, and monitoring firm's corrective actions, initiating compliance action as assigned, and completing inspection reports and

compliance forms. The ES may also conduct U.S. Food and Drug Administration (FDA) contract inspections under federal credentials. Additionally, the ES provides technical assistance to the drug and medical device manufacturing industry, other regulatory agencies, the public, and other interested parties.

The ES classification encompasses entry, intermediate working, and journey level within the series. The ES receives training in program components, inspection methods and procedures, applicable laws and regulations, documentation of facts and collection of samples. Once trained, the ES performs a variety of technical inspections, collects samples, non-compliance documents, and evaluates and verifies corrective actions.

At Range A, the incumbent, under close supervision, performs a variety of the less difficult and responsible professional scientific office and field work. Work at this level is characterized by a reliance on detailed instructions and assistance from lead persons and supervisors in the application of proven techniques and methodologies to assigned work.

At Range B, the incumbent, under general supervision, performs a variety of responsible professional scientific office and field work. Work at this level is characterized by a reliance on proven techniques and methodologies.

At Range C, the incumbent, under direction, independently performs a variety of responsible professional scientific office and field work. Work at this level is characterized by independent development and use of techniques and methodologies. The incumbent may also be assigned lead responsibility for a specific project.

The incumbent works under the Senior ES (Supervisory), of the Food and Drug Branch (FDB), Drug and Medical Device Compliance and Enforcement (DMDCE) Section, Regulatory Compliance Unit (RCU) – North.

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**Special Requirements**

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- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: Up to 60% in-state travel is required, required, and may include multiple overnight stay(s).
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

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**Essential Functions (including percentage of time)**

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- 40% Conducts inspections of all assigned drug, medical device, and cosmetic facilities to ensure compliance with the Sherman Food, Drug, and Cosmetic Law (Division 104, Part 5, California Health and Safety Code), the Code of Federal Regulations, program policy, and nationally recognized standards. Conducts contract facility inspections under U.S. Food and Drug Administration (FDA) credentialing, issues federal notices, and generates FDA inspection reports. Applies scientific methodologies and principles to review, research, and identify

problems with facility policies, procedures, and records involving complex manufacturing processes. Reviews appropriate clearances for medical devices and approvals for drug products, as well as validations and qualifications for medical devices and drug processing systems. Conducts reviews of labels and advertising materials to identify false and misleading information. Issues a Notice of Violation when violations are identified. Provides referrals of egregious violators for FDB law enforcement actions as directed.

- 30% Performs preliminary and secondary analysis, research, surveys, and inspections of typical drug and medical device operations. Prepares narrative reports that document the violations of laws and regulations; provides recommendations for corrective action and/or sanctions; and reviews and evaluates corrective action plans to determine if they will result in long-term compliance, ensuring monitoring for completion of the proposed plans. Resolves issues between the regulated community and the Department. Conducts complaint inspections of drug and medical device firms.
- 15% Provides technical assistance to the drug and medical device industries to ensure program understanding and compliance with the applicable laws, regulations, and other program requirements. Coordinates requests from federal, state, and local regulatory agencies to ensure operational compliance with statutory, regulatory, and departmental requirements. May participate in regulatory actions and administrative office hearings.

**Regions**

| Region | Counties  | Available Headquarter Locations |
|--------|---|---------------------------------|
|        | Alpine, Amador, Calaveras, El Dorado, Placer, Sacramento, San Joaquin, Stanislaus, Tuolumne, Yolo, Yuba | Sacramento, San Joaquin         |

**Marginal Functions (including percentage of time)**

- 5% Prepares routine and complex correspondence, special reports, presentations, and other assignments as needed. May prepare and issue memoranda, controlled correspondence, and legislative reports. Represents the DMDCE program at regulatory agency meetings, public meetings, and conferences. May attend out-of-state training.
- 5% Maintains state-issued equipment (e.g. laptop computer, state vehicle, department-issued cellular phone, and other inspection-related equipment).
- 5% Participates in required specialized and in-service training to improve job efficiency and stay current with emerging technology and advancements; attends meetings; and performs other job-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.)

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|-------------------------------------|------|----------------------|------|
| Supervisor's Name:<br>Oscar Alarcon | Date | Employee's Name:     | Date |
| Supervisor's Signature              | Date | Employee's Signature | Date |

**HRD Use Only:**

Approved By: Nathalia Klyn

Date: 03/09/2026