

DUTY STATEMENT

CURRENT

PROPOSED

RPA Number: HRC0001169	Classification/CBID: Senior Environmental Scientist (Specialist)	Position Number: 810-340-0765-011
Incumbent Name:	Working Title:	Effective Date:
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Program/Division: Safer Consumer Products Program	Branch/Section/Unit: Regulatory Response	Reporting Location: Headquarters
Supervisor's Name: Lydia Jahl	Supervisor's Classification: Senior Environmental Scientist (Sup)	Position Telework Eligible: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Confidential Designation: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Designated Position for COI: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Position Designated Bilingual: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Supervision Exercised: <input checked="" type="checkbox"/> None <input type="checkbox"/> Lead <input type="checkbox"/> Managerial <input type="checkbox"/> Supervisory		

General Statement

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) 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 department policies and procedures regarding attendance, leave, and conduct.

Equity Statement

The Department of Toxic Substances Control (DTSC) values diversity, equity, and inclusion throughout the organization. We foster an environment where employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. We believe the diversity of our employees is essential to inspiring innovative solutions. Together we further our mission to protect California's people and environment from harmful effects of toxic substances by restoring contaminated resources, enforcing hazardous waste laws, reducing hazardous waste generation, and encouraging the manufacture of chemically safer products.

Position Description

Under the general direction of the Senior Environmental Scientist (Supervisory), the Senior Environmental Scientist (Sr. ES) (Specialist) independently, or as a team leader, performs one or more of the following activities: conducts complex and difficult technical reviews of scientific literature and data; identifies chemicals and consumer products that pose hazards to people or the environment; reviews notifications, reports, and Alternatives Analyses submitted by regulated persons to comply with the Safer Consumer Products (SCP) Regulations; analyzes and develops regulations, policies, and legislation; collects, maintains, and evaluates large, complex data sets related to products, chemicals in products, and supply chains; evaluates and determines compliance; develops and implements enforcement activities and regulatory responses; recommends actions to ensure the effective implementation of the SCP program; and prepares or leads the preparation of technical and regulatory reports, proposals, policies, memoranda, and correspondence. In addition, the Sr. ES (Specialist) leads program-level projects and mentors

team members to ensure the effective implementation of Project Management best practices in all areas of the SCP program. Specific duties include, but are not limited to:

Essential Functions (Including percentage of time):

<p>20%</p>	<p><u>Technical Research and Analysis</u> Researches and analyzes complex scientific and technical information and data from academic institutions, journals, industry associations, government bodies, non-governmental organizations, and other sources of reliable information to produce scientific consensus documents on chemicals of concern to inform future regulations. Researches and analyzes scientific, technical, and regulatory issues related to implementing the provisions of the SCP Regulations, including evaluating exposure and potential human health and environmental adverse impacts due to chemical exposure from consumer products to create written recommendations to aid management’s decision-making. Researches and analyzes data and information on products, supply chains, and manufacturing processes as well as identifies and evaluates potential safer alternatives to chemicals of concern in consumer products to guide internal decisions and recommendations. Evaluates Alternative Analysis reports and executes and monitors compliance and enforcement activities to ensure adherence to the SCP regulatory requirements.</p>
<p>20%</p>	<p><u>Communication and Outreach</u> Oversees the preparation of reports, memoranda, scientific journal articles, and presentations concerning the assessment of chemicals in consumer products, the viability of chemical alternatives, and the adequacy of technical notifications, reports, and analyses, including Alternatives Analyses, submitted by regulated persons under the SCP Regulations in order to inform the public, regulated entities, and other interested parties of SCP work. Ensures all documents posted on SCP’s website are accessible for those with visual or auditory impairments. Prepares and gives presentations on behalf of the Department on topics related to SCP Regulations implementation for public audiences and within the state government. Interacts with the media and governmental, scientific, professional, and public groups regarding SCP regulatory, policy, or legislative proposals. Conducts public outreach (e.g., public workshops, webinars, group and individual meetings, educational videos, and other training materials) to inform interested parties about the prioritization of certain chemicals or product categories, proposed Priority Products, and compliance options, as well as to obtain scientific information and data not available through other publicly available sources. Responds to written and verbal inquiries from the regulated community, other public agencies, and news media about complex, sensitive, and difficult scientific and technical issues. Proposes and supports information technology projects to facilitate communication and engagement with potentially affected parties, such as improvements to CalSAFER, SCP’s online public information portal. Prepares and maintains public information resources (e.g., fact sheets, databases, web pages) related to the SCP Program’s technical, regulatory, policy, or legislative proposals. Ensures that this information is presented clearly and concisely and in a manner that can be easily understood by all, so that distributed information is accurate, timely, and understandable.</p>
<p>20%</p>	<p><u>Rulemaking, Policy Analysis, and Regulatory Implementation</u> Participates in the development of the SCP Priority Product Work Plan to inform future SCP scientific and regulatory priorities. Develops, evaluates, and adopts scientifically based rulemaking, policy, or legislative proposals to ensure the effective implementation of the SCP Regulations. Prepares and implements rulemaking documents, technical reports, information, and guidance for departmental publication and use to carry out program goals. Leads or participates in the development of guidance to regulated businesses to ensure an understanding of and compliance with the SCP regulations. Responds to written and verbal inquiries from the regulated community, other public agencies, and news media about the most complex, sensitive, and difficult scientific and technical issues to ensure accurate information is shared. Develops internal and external proposals for starting new research projects by identifying and evaluating the health and environmental concerns associated with certain chemicals in consumer products and their alternatives. Provides guidance and training to SCP staff on the implementation of the Administrative Procedures Act, conducting legislative analyses, and developing scientifically-</p>

	<p>sound public policy to ensure state regulations are followed. Anticipates complex or controversial regulatory, policy, or legislative issues to minimize departmental program delays and risks. Briefs management on issues, risks, and recommendations through policy analyses, white papers, issue memos, project proposals, meetings, and other presentation formats.</p>
<p>15%</p>	<p><u>Technical Information Synthesis to Develop and Implement Recommendations</u> Synthesizes complex scientific, technical, and regulatory issues related to Priority Products, characterizing sales markets and supply chains, identifying and evaluating safer alternatives to Priority Products, and evaluating Alternatives Analysis reports submitted pursuant to the SCP Regulations. Leads or assists in developing recommendations on specific product-chemical combinations to be designated as Priority Products, Alternatives Analyses, and other regulated entity reports received in compliance with the SCP regulations and appropriate Regulatory Responses to be implemented to meet program goals of safer consumer products. Uses software, models, and informatic approaches, to collect, maintain, evaluate, visualize, and understand large data sets and to support product-chemical identification and prioritization activities within the SCP Program. Leads or assists in developing and implementing compliance and enforcement recommendations, plans, and proposals, including compliance evaluation and administration, confirmatory testing, specific regulatory responses, and specific enforcement measures at all stages of the SCP regulatory program.</p>
<p>15%</p>	<p>Project Management Leads projects and teams including the development of rulemaking, policy, and legislative proposals to improve program efficiency; enhancement of data management systems towards improved data analysis; assessment of chemical hazards and exposure from consumer products to identify consumer products for adoption as Priority Products in regulation; evaluation of Alternatives Analyses and assessment of safer Alternatives to ensure program requirements are met; development of regulatory response options for regulated entities and compliance and enforcement based on the greatest fulfillment of the program’s green chemistry goals for the least expended resources. Develops project proposals, workplans, and schedules; tracks project milestones, resources, and deliverables; reports project status to project sponsor or SCP management; identifies project risks and actions to mitigate risks; and leads project team meetings. Mentors project team members and guides their project implementation to ensure that best practices are followed in all SCP activities. Coordinates and communicates with team members’ supervisors and managers to maintain project schedules, priorities, and the quality and timeliness of team member assignments. Evaluates, recommends, and implements the use of project management principles and tools throughout the SCP program. Evaluates staff training needs and organizes training opportunities.</p>
<p>Marginal Functions (Including percentage of time):</p>	
<p>5%</p>	<p>Administrative Duties Performs administrative duties including, but not limited to, adheres to department policies, rules, and procedures. Submits administrative requests including leave, overtime, travel, and training in a timely and appropriate manner. Accurately reports time in the Daily Log timekeeping system and submits timesheets by the due date. Prepares various administrative reports including weekly reports, work plan summaries and updates, and activity progress reports. Performs other duties as assigned to support the SCP program such as conducting special projects and making presentations.</p>
<p>5%</p>	<p>Duties as Assigned Performs other related duties in order to support the SCP program.</p>
<p>Consequences of Error: (if applicable)</p>	
<p>Typical Physical Conditions/Demands:</p>	
<p>The work typically requires sitting for prolonged periods while reading, writing, typing, and participating in meetings. The position requires bending and stooping. The job requires extensive use of a personal computer and the ability to sit/stand at a desk, utilize a phone, and type on a keyboard for extended periods</p>	

of time. It may be required to stand, bend, squat, reach, grasp and pick up items consistent with office work. The incumbent may be required to lift 20 pounds and occasionally stand, bend, squat, reach, grasp, or kneel for long periods.

Typical Working Conditions:

Works in multi-story building, in a cubicle office setting using a variety of office equipment, e.g., computers, telephones, copiers, etc., with artificial light and temperature control, and attends meetings in similar settings. On an as-needed basis, work outside normal work hours, including evenings and weekends, may be required. A telework schedule may be available (the incumbent will be expected to be available through various platforms throughout the day to communicate on work related activities). The work schedule is Monday through Friday. Travel may be required locally and within the state. If travel is required, it will be by commercial carrier or auto, whichever method is in the best interest of the State. This position will have daily contact with DTSC staff, external state, and federal agencies, and local government representatives, and the public either in person, via email/telephone, or videoconferencing.

Special Requirements of Position (Check all that apply):

- Duties performed may require pre-employment and/ or routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.).
- Duties require participation in the DMV Pull Notice Program.
- Performs other duties requiring high physical demand. (Explain below)
- Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles.
- Other (Explain below)

Explanation:

Supervisor Statement

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee with a copy of this duty statement.

Supervisor Name	Supervisor Signature	Date

Employee Statement

I have discussed these duties with my supervisor and have been provided with a copy of this duty statement. I certify I have read, understand, and can perform the duties of this position either with or without reasonable accommodation*.

**A Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity. (If you believe reasonable accommodation is necessary, check yes. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

Do you need a reasonable accommodation to perform the essential functions of this position?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
Employee Name	Employee Signature	Date	

HUMAN RESOURCES BRANCH USE ONLY:

- Duties meet class specifications and allocation guidelines.
- Exceptional allocation, STD 625 on file.

Analyst initials: Click or tap here to enter text. Date Approved: Click or tap to enter a date.

Revision Date (if applicable): Click or tap to enter a date.