

# DUTY STATEMENT

**CURRENT**

**PROPOSED**

RPA Number: <b>HRC0001209</b>	Classification/CBID: <b>RESEARCH SCIENTIST STAFF</b>	Position Number: <b>810-357-5594-013</b>
Incumbent Name:	Working Title:	Effective Date:
Tenure: <b>Permanent</b>	Time Base: <b>Full Time</b>	Intermittent Hours Per Month:
Program/Division: <b>Environmental Chemistry Laboratory (ECL)</b>	Branch/Section/Unit: <b>Human and Environmental Monitoring Section / 357</b>	Reporting Location: <b>Berkeley</b>
Supervisor's Name: <b>Weihong Guo</b>	Supervisor's Classification: <b>Research Scientist Supervisor I</b>	Position Telework Eligible: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Confidential Designation: <input type="checkbox"/> YES <input checked="" 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

The Environmental Chemistry Laboratory (ECL) provides DTSC with expertise in analysis of environmental and biological samples including method development, sample preparation, sample analysis, quality assurance, and data review. ECL also studies new chemicals of concern and provides DTSC management with analytical information for decision making. Under the general direction of the Research Scientist Supervisor I, the Research Scientist Staff plans, organizes, and directs scientific research studies of a highly developed scientific scope and complexity in the areas of identification and measurements of toxic chemicals in the environment and products. Specific duties include, but are not limited to:

<b>Essential Functions (Including percentage of time):</b>	
<b>25%</b>	<p><b><u>Project Oversight:</u></b> Serves as scientific advisor to other lower-level scientists conducting studies in their specific scientific field of expertise. Monitors the progress of small-scale projects performed by lower-level staff (Research Scientists I, II, Environmental Scientists, fellows, and interns) to meet the performance objectives of the project. Develops and manages specific performance metrics for each project to measure its outcomes. Reviews and provides feedback on technical and analytical reports to ensure accuracy and data quality requirements are met. Evaluates the scientific methodology of conceiving, planning, and conducting small scale research projects by lower-level staff to ensure the use of appropriate techniques in carrying out the project and interpreting the results. Conducts research studies including in-lab experimentation and in-depth scientific literature review on chemicals of emerging concerns to protect public and environment. Keeps abreast of the latest technologies and literature within the environmental chemistry field and disseminates updated information to laboratory staff.</p>
<b>25%</b>	<p><b><u>Method Development and Analytical Testing:</u></b> Works independently or as the lead in a group to develop and verify standard methods and/or validate in-house analytical methods for DTSC complex, priority projects using sophisticated computer interfaced equipment and Gas Chromatography (GC), High Performance Liquid Chromatography (HPLC), Inductively Coupled Plasma (ICP) and Mass Spectrometer (MS) hyphenated instruments and microscopy techniques. Uses standard and in-house developed methods to analyze environmental samples, consumer products, biological samples and other types of media or materials submitted by DTSC programs and external partners. Follows method performance criteria and ISO/IEC 17025 Quality Management System to produce defensible analytical results. Processes the acquired data, quantitates, analyzes, reviews data, prepares analytical reports for submission. Reviews and evaluates data packages generated by ECL for accuracy, completeness and adherence to quality control and quality assurance criteria.</p>
<b>25%</b>	<p><b><u>Laboratory Quality System Management and Infrastructure Maintenance:</u></b> Manages and participates in ISO/IEC 17025 Quality Management System activities such as Proficiency Testing (PT), verification and validation of analytical methods, External Assessment, Internal Audits, and Management Review. Initiates and oversees Corrective Action Records (CARs) for deficiencies and Continual Improvement Processes (CIPs). Manages all documents and workflows in the laboratory information management system (LIMS) and directs archival and storage of all records. Troubleshoots and conducts repairs and oversees the maintenance and repair of instruments and equipment to ensure they are in operating condition. Orders and manages inventory of reference materials, standards, supplies, and consumables. Maintains cleanliness of lab benches, fume hoods, and other lab equipment and areas. Evaluates new technologies and establishes new guidelines and scientific techniques.</p>
<b>15%</b>	<p><b><u>Technical Support:</u></b> Serves as the scientific advisor relating to environmental analytical chemistry on projects in support of DTSC core programs. Participates in high profile projects and provides Analytical Chemistry input to support those projects for DTSC. Coordinates technology and information exchange with relevant agencies to ensure state-of-the-art knowledge and expertise for ECL and DTSC. Collaborates with the scientific community to establish a forum for sharing ideas and data from research studies.</p>
<b>5%</b>	<p><b><u>Administrative Duties</u></b> 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 system; and submits time sheets by the due date.</p>

**Marginal Functions (Including percentage of time):**

<b>5%</b>	<b><u>Other Related Duties</u></b> Performs other lab duties such as sample management, hazardous waste management, safety and glassware washing. Assists field staff with sampling work and/or audit of commercial labs. Participates in student STEM outreach and community outreach activities.
-----------	---

**Consequences of Error: (if applicable)****Typical Physical Conditions/Demands:**

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 of time. It may be required to stand, bend, squat, reach, grasp and pick up items consistent with office work.

The incumbent works in a laboratory with artificial light, directing staff in the use of solvents, reagents standards and other hazardous materials. Potential for exposure to hazardous materials may occur. Incumbent is responsible for developing and following health and safety procedures to protect self and others. The incumbent may be required to lift 30 pounds and occasionally stand, bend, squat, reach, grasp, or kneel for long periods.

**Typical Working Conditions:**

Works in a one-story or multi-story building, in an office or cubicle 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, within the state, and out of 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. The Research Scientist Staff reports directly and receives assignments from the Research Scientist Supervisor I and II and the Research Scientist Manager.

**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 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 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"/> <b>YES</b>	<input type="checkbox"/> <b>NO</b>
---	-------------------------------------	------------------------------------

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: mv Date Approved: 4/17/2026

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