

DUTY STATEMENT☒ **CURRENT**☐ **PROPOSED**

RPA Number: HRC0001232	Classification/CBID: Environmental Scientist/R10	Position Number: 810-357-0762-002
Incumbent Name:	Working Title:	Effective Date:
Tenure: Permanent	Time Base: Full Time	Intermittent Hours Per Month:
Program/Division: Environmental Chemistry Laboratory	Branch/Section/Unit: Quality Assurance and Technical Support Section	Reporting Location: Berkeley
Supervisor's Name: Karen Cruz	Supervisor's Classification: Senior Environmental Scientist Supervisor	Position Telework Eligible: ☐ YES ☒ NO
Confidential Designation: ☐ YES ☒ NO	Designated Position for COI: ☒ YES ☐ NO	Position Designated Bilingual: ☐ YES ☒ NO
Supervision Exercised: ☒ None ☐ Lead ☐ Managerial ☐ 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 close supervision as Range A, under general supervision as Range B or under direction as Range C of the Senior Environmental Scientist Supervisor, the Environmental Scientist (ES) provides laboratory support and services to the various programs within the DTSC. Specific duties include, but are not limited to:

Essential Functions (Including percentage of time):

35%	<u>Laboratory Quality Management System (QSM) and Laboratory Information Management System (LIMS)</u> Assists in drafting and maintaining the documents and records required by ISO/IEC 17025 Laboratory Quality Management System. Reviews quality system procedures (QSPs), technical system procedures (TSPs) and form with instructions (FRMs) for effectiveness and efficiency and makes recommendations for improvement. Participates in process and program improvements, proficiency testing, internal audits, external assessments, and management review meetings. Attends or provides training on ECL ISO/IEC 17025 Quality Management System. Assists with tracking, organizing and archiving all records including, but not limited to, test method validation records, analytical testing reports, training records, complaints, equipment and instrument calibration and verification records, and logbooks. Assists with the development of a laboratory information management system (LIMS) to document lab practices and procedures, track performance data and manage records. Specific activities include design, configure, map and interface workflows, electronic lab notebook protocols with sample, equipment and chemical information. Develops and maintains dashboards and grids and report templates to track and monitor testing requests and report analytical results, respectively.
20%	<u>Client Services and Technical Consultation</u> Provides liaison services for laboratory testing within DTSC programs. Uses scientific expertise and available resources within the laboratory and DTSC to respond to internal and external questions or requests related to laboratory testing. Collaborates with DTSC program requestors to identify the needs and concerns of the site project regarding environmental and biological testing and communicates these needs to the ECL management. Reviews and coordinates with requestors on sample analysis requests. Provides consultative advice regarding laboratory testing in various formats including emails and phone conversations and formal memorandums.
20%	<u>Sample Management & Analytical Reports Filing</u> Follows and performs the functions as specified in the Laboratory Quality Management System documents to receive samples from DTSC program staff and external clients, log in samples into laboratory information management system (LIMS), maintain the chain of custody for environmental samples, store samples upon completion of analysis and dispose of samples when approved by requestors. Organizes, files and stores analytical reports as hard copies in cabinets and electronically in DTSC network. Prepares and manages records requested by DTSC through Public Records Act requests and litigation hole requests.
15%	<u>Analytical Testing</u> Assists ECL staff to conduct sample pre-preparation, preparation and analysis activities. Uses standard EPA methodologies and laboratory technical system procedures (TSPs) to analyze environmental samples submitted by DTSC's core programs. Follows quality control protocols and instrument checks in the quality system procedures (QSPs) and TSPs to ensure defensibility of analytical results. Performs initial level review and second level review on sample log sheets and data reduction worksheets for completion and accuracy as part of the analytical testing process. Maintains and tracks control charts for Laboratory Control Sample for all test methods and internal standard compounds and surrogates to monitor instrument performance.
5%	<u>Administrative Duties</u> 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.

Marginal Functions (Including percentage of time):

5%	<u>Other Related Duties</u> Attends training classes and meetings at DTSC regional offices and other locations and testifies in court. Performs other lab duties such as 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.
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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 Environmental Scientist reports directly and receives assignments from the Senior Environmental Scientist Supervisor and 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?	☐ YES ☐ NO
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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: ke Date Approved: 5/13/2026

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