State of California

DRAFT/Internal/Confidential

California Environmental Protection Agency
Office of Environmental Health Hazard Assessment

DUTY STATEMENT

☐CURRENT ☒PROPOSED

RPA Number: EXEC-004 FY 25-26	Classification Title: Senior Environmental Scientist (Specialist)	Position Number: 811-110-0765-xxx
Incumbent Name:	Working Title: Environmental Health Education and Community Science Program Specialist	Effective Date:
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: Executive Office	Section/Unit: Office of Environmental Health Education, Community Engagement, and Cumulative Impacts Science	Reporting Location: Sacramento or Oakland
Supervisor's Name: Paula Torrado Plazas	Supervisor's Classification: Environmental Program Manager I (Supervisor)	CBID: R10
Confidential Designation: ☐YES ☒NO	Designated Position for Conflict of Interest: ☒YES ☐NO	Position Telework Eligible: ☒YES ☐NO
Supervision Exercised: ☐None ☐Lead ☐Managerial ☐Supervisory		

Human Resources Use Only:	
HR Analyst Approval:	**Date:**

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.

Position Description

The Office of Environmental Health Education, Community Engagement, and Cumulative Impacts Science (OECC), as part of the Executive Office, works to ensure that OEHHA's approach to assessing health risks from environmental contaminants is inclusive and effective. The Office does this by promoting: 1) science that centers the lived experiences of disproportionately burdened California communities and Tribes through direct engagement to ensure they are proactively included in scientific decision making and program design; and 2) scientific assessments that address cumulative impacts from both chemical and social stressors and incorporate community lived experiences and Tribal Ecological Knowledge. This office aims to build trust with communities and Tribes to strengthen OEHHA's science. The OECC provides scientific support, community outreach, and technical assistance to entities within the California Environmental Protection Agency, other State and local programs, community organizations, and tribal nations, particularly focusing on the intersections of community health and participatory science.

Under the direction of the OECC Program Director, the Senior Environmental Scientist (Specialist) serves as the subject-matter expert in community science best practices, community health education, and engagement principles integration across scientific programs. In this capacity, the incumbent provides expertise to ensure that equity considerations are systematically embedded into OEHHA's scientific planning, implementation, and evaluation activities. The Senior Environmental Scientist (Specialist) leverages advanced technical skills and professional judgment to further OEHHA's mission of protecting public health through both scientific excellence and equity in program delivery.

The incumbent independently develops, coordinates, and evaluates community science and environmental health education initiatives across OEHHA's scientific divisions. This includes serving as the Department's expert consultant on complex and sensitive issues affecting frontline and disproportionately impacted communities. The position requires designing and implementing program evaluations and ensuring that community health education and community based participatory research initiatives are informed by rigorous science and delivered in culturally responsive and linguistically appropriate ways. The Senior Environmental Scientist (Specialist) exercises a high degree of independence and initiative, serving as an expert in environmental justice and community science and practice. The position plays a critical role in advancing OEHHA's leadership in environmental health and science research equity, ensuring that all Californians, particularly those most affected by environmental burdens, benefit equitably from OEHHA's scientific and public health work

Essential Functions (Including percentage of time):

30% Community Health, Engagement, and Participatory Science

Leads efforts to design, implement, and evaluate community health education, community-based participatory research, and community science initiatives addressing environmental health challenges, heat-related illness prevention, and other critical public health concerns. Fosters collaborations with community-based organizations, healthcare providers, and local health departments ensuring that OEHHA's outreach is trusted, relevant, and effective. Serves as an advisor to OEHHA leadership and as a mentor to scientific staff, providing guidance in community-based risk assessment, participatory research methodologies, and equity-focused program design. Prepares and reviews technical and policy documents, including health

education reports, program evaluations, and scientific guidance documents, embedding environmental justice and equity principles throughout. Designs innovative frameworks that integrate community-generated data and lived experiences into OEHHA's scientific assessments, with a focus on agricultural workers, pesticide exposure, and disproportionately impacted communities. Develops and applies program evaluation tools to assess the effectiveness of community engagement strategies, identifying gaps and opportunities to strengthen OEHHA's work.

25% Program Integration and Implementation

Manages outreach and engagement initiatives designed to embed environmental justice (EJ) principles across OEHHA's scientific programs. Develops and executes targeted outreach plans for communities disproportionately impacted by environmental hazards, ensuring that engagement activities are equitable, culturally responsive, and grounded in lived experience. Provides technical guidance to other sections on tools, resources, and strategies for engaging vulnerable populations, particularly those impacted by pesticide use and exposure. Monitors and evaluates the effectiveness of EJ implementation efforts, recommending evidence-based strategies for continuous improvement. Collaborates with regulatory agencies, Tribal Nations, community-based organizations, and other stakeholders to support OEHHA's EJ-related objectives and ensure alignment across program areas.

15% Community Health Education and Engagement Initiatives

Plans, develops, and implements community engagement initiatives that transform OEHHA science into actionable tools for community empowerment and policy change. Designs and leads culturally responsive strategies that ensure scientific findings, risk assessments, and regulatory updates are accessible and relevant. Organizes and facilitates workshops, focus groups, and listening sessions that both disseminate critical health information and create structured opportunities for co-development of research questions, validation of findings, and collaborative design of dissemination materials. Provides expert consultation on community engagement, participatory science, and environmental justice, equipping staff across OEHHA with frameworks and tools for equitable engagement. Ensures OEHHA's work is consistently grounded in real-world conditions and responsive to those most affected by environmental hazards, pesticide use, and climate-related risks.

10% Cross-Agency Collaboration and Public Health Communication

Facilitates collaboration across CalEPA Boards, Departments, and Offices (BDOs), and with other state agencies, to strengthen community health education and engagement programs. Develops scientifically accurate, culturally relevant, and linguistically accessible outreach materials (fact sheets, brochures, multimedia resources) tailored to vulnerable populations. Serves as a subject-matter expert and liaison across OEHHA divisions, bridging agency expertise with the lived experiences of impacted communities. Leads health education workshops (in-person and virtual) to increase awareness of pesticide safety, environmental hazards, climate risks, and preventive practices. Cultivates partnerships with community-based organizations, academic researchers, and public health practitioners, ensuring OEHHA's strategies are participatory, trusted, and aligned with statewide goals. Designs and applies evaluation tools (surveys, focus groups, feedback mechanisms) to assess effectiveness and

refine OEHHA's outreach approaches.

10% Spanish Translation and Bilingual Interpretation

Provides Spanish translation and bilingual interpretation for outreach materials, health education content, and scientific communications to ensure accessibility and inclusivity. Leads bilingual workshops and informational sessions to disseminate health and environmental information to Spanish-speaking communities. Translates technical reports, community health education materials, and pesticide-related content to ensure accuracy and cultural competence. Serves as a liaison for Spanish-speaking stakeholders, facilitating communication between OEHHA programs and impacted communities. Supports other OEHHA sections in integrating language justice principles into their outreach and engagement efforts, ensuring that critical health information reaches all Californians.

Marginal Functions (Including percentage of time):

5% Presentations and Science Communication

Works with the OECC program director in close partnership with Office of External and Legislative Affairs and the Science Communication Workgroup Communications efforts to development and delivery of presentations, training sessions, and public workshops that translate complex scientific findings into accessible, culturally relevant, and community-centered information. Works with the OECC program director in partnership with the Science Communications workgroup to facilitates cross-programmatic collaboration within OEHHA to align messaging, improve consistency, and strengthen science communication strategies across divisions that reflect both technical accuracy and community relevance. Ensures that communication efforts elevate community knowledge, experiences, and priorities in Tribal health and environmental justice contexts. Participates in the Science Communications Workgroup to inform projects focused on community health and environmental justice and co-develop communication materials.

5% Racial Equity and Environmental Justice

Attend REEJ-related trainings and activities. Trainings include building skills to enhance OEHHA's outreach through improving science communication with both written material and oral presentations. Participate in workgroups to support REEJ practices.

Typical Physical Conditions/Demands:

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. Ability to lift 15 pounds, bend and reach above shoulders to retrieve files and/or documents.

Typical Working Conditions:

OEHHA has a hybrid work environment that includes work in an office setting in a high-rise building and telework at home. OEHHA's office is located in a downtown high-rise office building. The air-conditioned accommodation consists mainly of open areas furnished with cubicles. Not all areas have direct natural illumination. Time critical assignments are part of the workload. This position requires extended periods of reading and writing, frequently using computer workstations, including statistical and analytical computer packages, communication resources, and word processing software. Travel may be required locally and within the state.

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**

Employee Name	Employee Signature	Date