

**DUTY STATEMENT**

Employee Name: <b>Vacant</b>	Position Number: <b>580-652-0762-004</b>
Classification: Environmental Scientist	Tenure/Time Base: Permanent / Full-Time
Working Title: Medical Waste Inspector	Work Location: 500 N. Central Avenue, Suite 300, Glendale, CA 921203
Collective Bargaining Unit: R10	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Environmental Health / Division of Radiation Safety and Environmental Management	Branch/Section/Unit: Environmental Management Branch / Emergency, Restoration and Waste Management Section

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 performing a broad range of work concerning present and future environmental health to protect California public health.

The Environmental Scientist (ES) serves as a state Medical Waste Inspector to perform facility inspections of large quantity generators, medical waste treatment facilities and transfer stations; prepare reports; and provides technical assistance and consultation to the medical waste industry to

ensure the regulated entities' understanding and compliance with medical waste law, regulations, and other program requirements.

The ES classification encompasses entry, intermediate working, and journey level within the series.

At Range A, under close supervision, the incumbent 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, under general supervision, the incumbent 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, under direction, the incumbent 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 Environmental Scientist (Supervisory) of the Environmental Management Branch (EMB), Emergency, Restoration, and Waste Management Section (ERWMS), Medical Waste Management Program (MWMP).

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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 30% per month to conduct medical waste inspections and participate in local, state, regional and national technical meetings and training courses, which may require 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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45% **Facility Inspections:** Inspects facilities regulated under the Medical Waste Management Act (MWMA), including large quantity generators, medical waste treatment facilities and transfer stations. Inspections are conducted to ensure compliance with the MWMA (Division 104, Part 14, California Health and Safety Code), the California Code of Regulations, and nationally recognized standards. Provides technical and consultative assistance to the medical waste industry by communicating with local enforcement agencies, the public, and other interested parties to ensure the regulated entities' understanding and compliance with the law, regulations,

and program requirements. Plans, performs, and implements the less complex investigations or studies of medical waste operations and practices.

**25% Research, Analysis, and Reporting:** Performs preliminary and secondary analysis, research, surveys, and investigations of medical waste management practices. Prepares technical reports documenting violations of medical waste laws and regulations. Provides recommendations to the regulated community for corrective actions and/or sanctions; reviews the less difficult and complex facility responses to corrective action plans; and monitors completion of proposed facility corrective actions. Resolves less complex issues between the regulated community and the Department. Prepares preliminary drafts of enforcement action documents and reports, and may participate in enforcement actions. May also participate in administrative office hearings related to enforcement actions.

**15% Consultation and Coordination:** Provides technical assistance and consultation to the medical waste industry to ensure the regulated entities understand and comply with medical waste law, regulations, and program requirements. Addresses queries from local enforcement agencies to ensure operational compliance with medical waste statutory, regulatory, and departmental requirements. Provides training on proper management of medical waste, including waste minimization and facility self-assessment.

**10% Correspondence:** Prepares routine and less complex correspondence, special reports, and other written material as assigned. May prepare guidance documents, memorandums, controlled correspondence, and legislative reports. Represents the MWMP at regional and local enforcement agency meetings, public meetings, and conferences.

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

5% Performs other work-related duties as assigned.

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.)

Supervisor’s Name:	Date	Employee’s Name:	Date
Supervisor’s Signature	Date	Employee’s Signature	Date

**HRD Use Only:**

Approved By: Nathalia Klyn

Date: 05/14/2026