

DUTY STATEMENT

Employee Name: Vacant	Position Number: 580-XXX-0765-XXX
Classification: Senior Environmental Scientist (Specialist)	Tenure/Time Base: Permanent/Full-Time
Working Title: Continuous Improvement Specialist	Work Location: Various locations available. Location to be determined upon hire.
Collective Bargaining Unit: R10	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Environmental Health/Division of Food and Drug Safety	Branch/Section/Unit: Food and Drug Branch/Food Investigations and Technical Support Section/Standardization and Continuous Improvement Unit

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.

Competencies

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](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by promoting health and wellness and improving state health outcomes by advancing protective measures and reducing risks.

The Senior Environmental Scientist (Specialist) (SESS) is the Continuous Improvement Specialist in the Standardization and Continuous Improvement Unit (SCIU). The incumbent consults internally and advises departmental leadership regarding continuous quality improvement initiatives, organizational development, performance, and effectiveness goals and strategies.

The SESS leads process improvement projects, cross-cutting initiatives, performance auditing, performance evaluation, program effectiveness analysis, risk assessments, and internal quality monitoring and controls. The incumbent develops food safety program policy and standard operating procedures; facilitates implementation; and monitors the development and training of qualified resources.

The incumbent works under the general direction of the Chief, Food and Drug Unit of the Food and Drug Branch (FDB), in the Food Investigations and Technical Support Section (FITSS), SCIU.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: Up to approximately 45% in-state travel is required, which may include overnight stay(s).
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other: Transport or move items (weight up to 50 pounds); climb stairs and ladders; work in extreme temperatures and on hazardous surfaces; transport investigation and safety equipment, evidence/sample kits, and records.

Essential Functions (including percentage of time)

- 25% Acts as the statewide expert on implementation of continuous improvement processes and initiatives to improve the performance of prevention, intervention, enforcement, and response activities. Identifies department-wide opportunities and risks; makes recommendations to leadership; and develops strategic improvement plans. Provides guidance and training of food safety field staff on performance improvement and innovation initiatives. Interprets state policies, laws, and standards; and develops, maintains, and updates policies and procedures to ensure consistency with emerging scientific research and focus on protecting public health. Facilitates corrective measures, develops strategic planning, and promotes the use of metrics to inform decision-making and organizational effectiveness.
- 25% Acts as statewide expert on implementation of food safety program standards, procedures, and methods. Determines basic, advanced, specialized, and continuing professional training needs of supervisory and field staff to ensure conformance to standard procedures. Monitors training and education of field staff, program specialists, and supervisory staff. Conducts and coordinates quality assurance assessments of field inspections, inspection reports, compliance activities, and sampling reports. Develops and implements quality improvement plans, regulatory food safety standards, technology/novel tools, training, workshops, guidance, consulting, and implementation support to continuously improve food safety protection and enforcement processes, operations, and stakeholder services.
- 20% Serves in a lead capacity for statewide implementation of the Manufactured Food Regulatory Program Standards (MFRPS) by ensuring program staff are trained on food safety program procedures and are maintaining appropriate documentation on food safety related activities,

compliance and enforcement actions, and industry outreach and education. Represents the Department before other state, federal, and local agencies with regard to MFRPS. Periodically reviews required documentation and institute actions to address deficiencies that are identified.

- 10% Develops correspondence, educational circulars, and publications that clarify or explain laws, regulations, and department enforcement policies and distributes to staff, local health jurisdictions, industry, and the public. Prepares correspondence and training materials and makes presentations to legislators, other state and federal agencies, special interest groups, and consumers of program policies, laws, and regulations.
- 10% Oversees special projects and survey activities with the FDB Scientists and subject matter experts from the FITSS; coordinates and oversees complex field inspections and investigations that cross regional lines; and conducts office hearings on the more complex and sensitive enforcement or compliance issues.
- 5% Analyzes and develops regulations, legislation, program budgets, and the annual program work plan.

Marginal Functions (including percentage of time)

- 5% Performs other job-related duties as assigned.

The headquarter location will be determined based on the location of the most qualified candidate. Available Headquarter locations for this position:

Regions

Region	Counties	Available Headquarter Locations
Region I	Alpine, Amador, Calaveras, El Dorado, Placer, Sacramento, San Joaquin, Stanislaus, Tuolumne, and Yolo.	Sacramento
Region II	Alameda, Contra Costa, Del Norte, Humboldt, Lake, Marin, Mendocino, Monterey, Napa, San Benito, San Francisco, San Mateo, Santa Clara, Santa Cruz, Solano, and Sonoma.	Contra Costa
Region III	Fresno, Inyo, Kings, Madera, Mariposa, Merced, Mono, Tulare, and Kern.	Fresno
Region IV	Orange, San Luis Obispo, Santa Barbara, Ventura, and Los Angeles.	Los Angeles, Orange
Region V	Imperial, Riverside, San Bernardino, and San Diego.	San Bernardino

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: CB

Date: 05/2026