

DUTY STATEMENT

CURRENT

PROPOSED

RPA Number: HRC0001237	Classification/CBID: Senior Environmental Scientist (Specialist)/R10	Position Number: 810-929-0765-001
Incumbent Name:	Working Title:	Effective Date:
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Program/Division: Office of Criminal Investigations	Branch/Section/Unit:	Reporting Location: San Diego
Supervisor's Name: Zanalee Zmily	Supervisor's Classification: Sr. Environmental Scientist (Supervisory)	Position Telework Eligible: <input checked="" type="checkbox"/> YES <input 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 type="checkbox"/> None <input checked="" 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

Under the general direction of the Senior Environmental Scientist (Supervisory), the Senior Environmental Scientist (Specialist) is responsible for the most complex and difficult scientific and technical investigatory work involving California's Hazardous Waste Control Law in the Office of Criminal Investigations (OCI); serves as scientific and technical consultant on policies and procedures involving OCI cases; conducts research on technical, scientific, legislative and regulatory issues in order to provide guidance to management on criminal, civil and administrative investigations and lead special enforcement projects. Duties include, but are not limited to:

Essential Functions (Including percentage of time):

<p>40%</p>	<p><u>Top Scientific and Technical Consultant</u> Serves as scientific lead on the most difficult scientific and technical investigatory work in OCI, independently plans, coordinates, and implements critical and sensitive scientific sampling plans and analyses needed for successful investigations into complex violations of California’s Hazardous Waste Control Law. Conducts research, gathers information and data about scientific properties, procedures, and testing options from a variety of sources including academia, scientific journals, other states’ laws, regulations and practices, federal government regulators, Certified Unified Program Agencies (CUPA) officials and knowledgeable industry sources in order to communicate key findings to relevant parties. Identifies key evidential points and issues, analyzes research, studies applicability to OCI cases and produces timely, clear, concise reports and presentations that recommend to management how to maximize staff resources and instill scientifically sound sampling procedures and testing. Applies scientific principles to review and evaluate investigatory documents written by OCI scientists and to ensure strong scientific evidence is properly presented in investigatory case reports. Maintains footnotes, documents, photographs, and other forms of information in accordance with Department policy to support recommendations and provide background and perspective to staff and management. Prepares policies, procedures, guidance documents and legislative proposals; develops training sessions and materials to maintain and improve OCI scientists’ expertise and knowledge.</p>
<p>40%</p>	<p><u>Leads Special Enforcement Projects</u> Leads or assists investigations relating to major, large, high-profile, multi-media and/or statewide cases involving allegations of violations of the state hazardous waste law that go beyond a solitary case or a single violator. Determines the scope of the enforcement project by identifying the multiple responsible parties/entities and their locations, the multiple government environmental/law enforcement agencies to coordinate with, the common business practices of the targeted industry or industry sector, the typical methods of generation and disposition/treatment of hazardous waste in the targeted sector, and the potential for widespread and repeat offenses in order to pursue comprehensive and appropriate enforcement action. Studies trends of the identified industry and taps state, local and federal regulatory databases such as DTSC’s Envirostor and U.S. EPA’s Enforcement and Compliance History Online (ECHO) for enforcement history and patterns of case resolution over the years. Collaborates with OCI investigators as well as external government agencies such as law enforcement, City Attorneys, District Attorneys, Office of the Attorney General and U.S. Attorneys to present case facts and evidence. Maintains long-term responsibility for the ongoing development, coordination and deployment of investigatory sampling activities at targeted locations and review of scientific sampling results and other findings as these major cases entail lengthy investigation periods. Serves as key liaison with legal representatives in prosecution and settlement activities of the major cases as well as liaison with communications staff for any media releases, queries and other publicity-related tasks.</p>
<p>10%</p>	<p><u>Record-Keeping and Other Operational Duties</u> Processes crime scenes by identifying, marking, collecting, and preserving evidence following chain of custody protocols for use in legally defensible enforcement actions. Transports evidence to DTSC laboratories for analysis according to department procedures. Transcribes and documents witness and suspect verbal statements (including date, time, place, and contact information) on major, large, multi-media and/or statewide cases to include in case support files. Captures and preserves usable photographic/video/other evidence, organizes, and assembles photo logs of surveyed sites to include in case support files. Writes clear, concise, accurate, official investigatory reports to be submitted for prosecution or to OCI investigators. Maintains organized, up-to-date case files and uploads all reports and settlements to OCI’s Envirostor databaseto include dates and facts of investigation activities on major, large, multi-media and/or statewide cases so supervisor has easy access to accurate case status. Produces presentable copies of case information as requested. Maintains confidentiality of case files, notes and other investigatory information for security purposes at all times. Organizes and prioritizes caseload to accommodate new cases assigned. Monitors cases to ensure that appropriate enforcement</p>

	action can commence within the statute of limitations, and monitors status of completed cases that have been referred for prosecution; provides additional information and supplemental reports to prosecution as needed. Accurately document time and expenses spent on each case for the purpose of possible reimbursement to the Department at case closure/settlement.
5%	<u>Scientific Communicator for OCI</u> Provides timely, accurate responses, verbally and in writing, to queries about scientific and technical investigatory issues received from internal DTSC staff and management, the public, legislators, other departments and agencies and regulated businesses regarding enforcement of California’s Hazardous Waste Control Law by OCI. Participates in public meetings, government task force meetings, technical committees and internal DTSC teams and prepares and produces reports, manuals, presentations and correspondence.
5%	<u>Administrative Duties</u> Perform administrative duties including, but not limited to adhering to Department policies, rules and procedures, submitting administrative requests including leave, overtime, travel and training in a timely and appropriate manner; accurately reporting time in the Daily Log system, and submitting time sheets by the due dates.

Typical Physical Conditions/Demands:

The job requires extensive use of a personal computer and the ability to sit/stand at a desk, utilize typical office equipment including, but not limited to, telecommunications equipment, photocopiers, and fax machines.

This is a field inspection position. Personal safety awareness is critical and adhering to DTSC health and safety policies and procedures is required. At certain sites of suspected contamination, incumbent must wear personal protective equipment and respiratory protection devices in order to perform essential functions and in heat or cold stress conditions.

The Senior Environmental Scientist (Specialist) is required to maintain field qualifications and medical certifications up to Level B in accordance with DTSC’s health and safety policies, as a potential exists for exposure to toxic materials and hazardous wastes. The Senior Environmental Scientist (Specialist) completes and maintains Hazardous Waste Operations and Emergency Response (HAZWOPER) certification to perform hazardous waste field work, which includes the initial 40-hour HAZWOPER required training and annual 8-hour HAZWOPER refresher classes. The Senior Environmental Scientist (Specialist) wears personal protective equipment including a self-contained breathing apparatus and/or an air purifying respirator and is able to wear equipment weighing as much as 30 pounds. The Senior Environmental Scientist (Specialist) maintains compliance with all the Health and Safety field work certification.

The Senior Environmental Scientist (Specialist) travels on short notice, overnight and for multiple days and gets to their duty station (e.g., facility to be inspected) independently. Enrollment in the DMV Pull Program and a valid California Driver’s License are required. Driving to sites and off-site meetings is required. If travel is required, it will be by State owned vehicle or a commercial carrier or vehicle, whichever method is in the best interest of the State.

The Senior Environmental Scientist (Specialist) may be required to work in situations which have the potential for exposure to hazardous substances and/or hazardous waste. The Senior Environmental Scientist (Specialist) may be required to conduct field work in rough and uneven terrain. Much of the work for this position is performed in the field (away from the office), in all areas of California, in various types of terrain and in all seasons of the year. Incumbent performs occasional assignments requiring extended travel and overnight activity.

Typical Working Conditions:

The Senior Environmental Scientist (Specialist) works inside a multi-story office building, in an enclosed, non-windowed office cubicle in a smoke-free environment and will use typical office equipment including, but not limited to, computers, telecommunications equipment, photocopiers, and fax machines. The Senior Environmental Scientist (Specialist) works in close proximity with other employees and is in frequent contact with internal and external stakeholders in person and via telephone, videoconferencing, and electronic mail. Normal work hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. An alternative work schedule, or telework schedule, may be authorized on a case-by-case basis but must be consistent with DTSC alternative work schedule policies and practices. The Senior Environmental Scientist (Specialist) may travel locally and within the state on short notice, overnight, and for multiple days. The Senior Environmental Scientist (Specialist) is in frequent contact with internal and external stakeholders via telephone, videoconferencing, and electronic mail.

The incumbent interacts by phone, in person, by mail and e-mail with the general public, industry officials and representatives, other OCI and DTSC staff as well as other local environmental departments, City Attorneys, Office of the Attorney General, statewide District Attorney's and the U.S. Attorney's office, the state environmental circuit prosecutor's project, state and federal law enforcement agencies and state and local health agencies. Also participates in meetings, such as statewide/regional environmental task forces comprised of law enforcement and regulatory agencies, environmental justice/community task forces composed of advocacy groups and citizens, and private meetings with prosecutors, attorney general and legal representatives of plaintiffs. Cases discussed during these meetings often are sensitive and confidential. The incumbent should always treat these cases with a high degree of sensitivity and confidentiality and should never discuss with anyone who is not authorized to receive such information. Occasional overtime is required as necessary to perform critical activities. Alternative work schedules will be considered after completion of probation.

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:

The Senior Environmental Scientist (Specialist) will need to be fingerprinted and subject to a background investigation. For this position the incumbent must comply with this background investigation and annual requirements. The Senior Environmental Scientist (Specialist) must be fingerprinted and subject to background investigation through the Department of Justice.

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 with 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 with 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*.		
<i>*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.)</i>		
Do you need reasonable accommodation to perform the essential functions of this position?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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: 5/28/2026

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