



State of California
 California Environmental Protection Agency
 Office of Environmental Health Hazard Assessment

DUTY STATEMENT

CURRENT

PROPOSED

RPA Number: CEERB-005 FY 25-26	Classification Title: Research Scientist	Position Number: 811-135-5582-004
Incumbent Name:	Working Title: CalEnviroScreen Research Scientist	Effective Date:
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month: N/A
Division/Office: Division of Scientific Programs	Section/Unit: CEERB/CAETS	Reporting Location:
Supervisor's Name: Laura August	Supervisor's Classification: Environmental Program Manager I	CBID: R10
Confidential Designation: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Designated Position for Conflict of Interest: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Position Telework Eligible: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Supervision Exercised: <input checked="" type="checkbox"/> None <input type="checkbox"/> Lead <input type="checkbox"/> Managerial <input type="checkbox"/> 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 Community Assessment and Environmental Trends Section (CAETS) in the Community and Environmental Epidemiology Research Branch (CEERB) within the Office of Environmental Health Hazard Assessment has responsibilities for directing two major program areas within the branch. These two programs are (1) the development and updating of the CalEnviroScreen cumulative impacts screening tool and (2) the analysis of environmental and population data to characterize statewide trends in environmental conditions. Each of these



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Office Of Environmental Health Hazard Assessment
811-135-5582-004

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Classification: Research Scientist
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programs is housed in a unit (the Community Assessment and Research Unit and the Environmental Trends Unit). CAETS also provides technical assistance related to the evaluation of cumulative impacts to other programs in OEHHA, the California Environmental Protection Agency (CalEPA), and other California government entities and supports the identification of disadvantaged communities under Senate Bill 535 of 2012.

Under supervision of the CAETS chief, the Research Scientist plans, organizes, and carries out research studies of limited scientific scope and complexity to analyze trends and evaluate equity in the geographic distribution of data from CalEnviroScreen indicators over versions and time. The RS researches metrics and conducts analyses of limited scope and complexity to evaluate changes over time and measure progress towards improving environmental conditions in disadvantaged communities. The RS serves as a team member in various public health-related projects and investigations to improve CalEnviroScreen as an environmental justice screening tool and assists in communicating its findings. The RS will perform the following duties and other related work:

Essential Functions (Including percentage of time):

35% Trends analysis of CalEnviroScreen environmental health data

Conduct statistical and spatial analyses of limited complexity on CalEnviroScreen indicators and other relevant related datasets using different versions of CalEnviroScreen to contribute to ETU efforts to summarize trends by time and place. Use statistical software (such as R or SAS) and geographic information systems (GIS) software (such as ArcGIS) to conduct preliminary statistical and spatial trends analyses of CalEnviroScreen data. Based on input from senior section staff, perform analysis of selected individual indicators over time. For selected indicators, calculate descriptive statistics, conduct trends analysis (e.g., regression analysis), and assess spatial differences using spatial statistics (e.g., hot spot analysis). Also, perform statistical analysis by other variables such as region, disadvantaged community status, and race-ethnicity to determine if conditions have changed by these variables. Summarize uncertainties in the analyses to indicate limitations in the methodologies used. Produce summaries that include tables, figures, and maps as Word documents or presentations summarizing statistical and spatial analysis to describe the trends analyses for review by the Section chief.

25% Research methodological approaches to evaluating trends

Review scientific literature and research statistical methods on approaches to track changes and measure trends in environmental, health and demographic data, in order to gather information on best practices. Summarize the trends literature by environmental media or topic (e.g. air, water, hazardous waste) or by CalEnviroScreen indicators into tables and documents. Synthesize the methods and statistical tests used to assess environmental trends and present to the section and unit staff for selection of appropriate approaches. Produce summaries as tables, word documents, presentations, and other data visualizations. Maintain a database of the identified bibliographic entries using a reference management software such as Endnote.

15% Outreach and Participation in Public Meetings and Consultations

Draft presentations and posters for review by the section chief to prepare for meetings and community workshops with CalEPA Boards and Departments and the public. Take notes and summarize comments received at these meetings on the findings of trends analyses. Assist senior staff with preparing



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presentations and handouts at technical meetings with CalEPA Boards and Departments staff on tracking CalEnviroScreen environmental or socioeconomic data. Summarize and organize public comments received on drafts of materials. Identify and summarize proposed changes to the trends analysis based on internal and external comments.

15% Prepare reports, publications, and data visualizations

Produce internal written summaries and draft presentations of statistical and spatial analyses describing the changes in conditions by individual indicators for periodic review by senior section staff and supervisor. Based on feedback from OEHHA reviewers, prepare sections of public reports, data visualizations including interactive maps and data dashboards, and presentations for review and approval by senior scientific staff. Assist CAETS staff and other collaborators in a support capacity on the preparation of manuscript drafts for publication in scientific journals that relate to analyses of CalEnviroScreen indicators trends by time and place through conducting the literature review and drafting the methods and results sections.

Marginal Functions (Including percentage of time):

5% Participate in REEJ-focused training sessions aimed at enhancing understanding and implementation of racial equity and environmental justice principles within OEHHA's recruitment practices.

5% Attend relevant scientific meetings and conferences at the local and state level. Attend continuing education courses to maintain and further develop technical skills and expertise.

Typical Physical Conditions/Demands:

The job requires extensive use of a personal computer and the ability to sit/stand at 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. Office arranged in cubicles, not all of which have direct natural illumination. Time critical assignments are part of the workload. Prolonged sitting while reviewing scientific articles, reports and generating scientific documents and reports is required. Repetitive motion in using office equipment occurs. Travel to off-site meetings may be required as necessary. Participation in teleconferences and webinars is required. May be required to travel to other OEHHA locations for business related needs as necessary.

Special Requirements of Position (Check all that apply):



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- 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:

Fair Labor Standards Act (FLSA) exempt employees are expected to work the hours necessary to accomplish assignments and fulfill their responsibilities. The employee's workload will normally require 40 hours per week to accomplish. However, inherent in the job is the responsibility and expectation that work weeks of longer duration may be necessary for which there will be no additional compensation in any form.

Management can require FLSA exempt employees to work specified hours.

However, consistent with operational needs, and the services which management has determined must be provided, the FLSA exempt employee, subject to notifying and obtaining management concurrence, has the flexibility to alter their daily and weekly work schedules.

