

DUTY STATEMENT

Employee Name: Vacant	Position Number: 580-630-4800-009
Classification: Supervisor I	Tenure/Time Base: Permanent / Full-Time
Working Title: Support Services Manager	Work Location: 1500 Capitol Ave, MS 7610 Sacramento, CA 95814
Collective Bargaining Unit: S01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Environmental / Division of Radiation Safety & Environmental Management	Branch/Section/Unit: Radiologic Health Branch / Radioactive Materials Licensing Section / Special Projects and Support 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 overseeing daily operations and staff within the Special Projects and Support Unit (SPSU) of the Radioactive Materials Licensing Section (RML).

The Supervisor I (Sup I) supervises essential program support functions, including management of RML correspondence handling and control, quality assurance and quality control activities for nontechnical aspects of radioactive materials licenses, billing and cashiering for licensing fees, financial surety processing and maintenance, inspection and investigation reports maintenance, and

database maintenance and data entry. The Sup I also coordinates responses to Public Records Act requests and oversees reciprocal recognition application processing.

In addition to these core responsibilities, the Sup I performs key administrative and program support functions that contribute to the broader administration of state programs, including assisting with budgeting and revenue tracking related to licensing fees, participating in planning activities related to workflow, staffing, and program operations, and supporting policy analysis and development to strengthen RML's administrative and regulatory processes. The incumbent provides supervision, guidance, training, and workload direction to staff; reviews assignments for accuracy, completeness, and timeliness; ensures consistent and compliant program outputs; and collaborates with RML and Radiologic Health Branch (RHB) leadership on operational improvements, regulatory compliance, and administrative alignment. As part of the RHB leadership team, the Sup I participates in meetings related to Branch operations and contributes to efforts that reinforce RML's statewide infrastructure and effectiveness.

The incumbent works under the general direction of the Section Chief (Supervising Health Physicist) of the RML Section in the RHB.

Special Requirements

- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☐ Travel:
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

- 30% **Supervision and Guidance:** Supervises and provides guidance to SPSU staff who perform a wide range of administrative services supporting the RML Section. Oversees activities such as correspondence control, file intake and routing, document preparation and processing, scanning and mail-outs, license and record maintenance, billing and cashing coordination, and other workload management tasks that enable efficient Section operations. Plans, develops, and evaluates ongoing administrative needs; establishes and maintains unit procedures; and ensures consistent application of policies. Monitors unit workload and staff assignments to ensure tasks are completed accurately and on time. Reviews administrative documents prepared by SPSU staff, including correspondence, routing sheets, license-related forms, logs, and other materials requiring accuracy and proper formatting.
- 30% **Review and Preparation:** Reviews and monitors administrative 's data entry, and reports generated by unit staff, and enforcement activity to ensure accuracy and compliance with Nuclear Regulatory Commission (NRC) guidelines, requirements, and regulations. Ensures inspection dates, possession limits, use locations, correspondence received, and other relevant data for RML licensees are accurately entered into RML databases and distributed to the corresponding RML unit or field office. Prepares unit for NRC audits and reviews. Prepares and reviews reports, tracks incoming documents, ensures proper assignment of documents to units,

and tracks missing items for RML units.

- 15% Correspondence and Policies:** Responds on behalf of the Section Chief to incoming telephone calls, emails, and written correspondence from RHB staff, the Division of Radiation Safety and Environmental Management, and state, federal, and local public health agencies regarding the administrative and non-technical functions of the RML Section. Addresses inquiries related to program administration, licensing processes, special projects, correspondence control, billing and cashing, and cross-unit coordination, and routes technical or scientific questions to Health Physicist staff as appropriate. Provides clear and accurate interpretation of applicable Health and Safety Code requirements, federal and state radiation regulations, and RHB policies and procedures to support consistent and compliant program operations.
- 10% Innovation:** Evaluates unit workflows to streamline and strengthen administrative processes, including correspondence control, internal handling and transmission of documents and licenses, and billing and cashing activities. Proposes and implements practical improvements, including technology solutions, to enhance accuracy, efficiency, and operational effectiveness. Oversees the ongoing review and updating of procedures to ensure reliable, consistent, and compliant program operations.
- 10% Performance and Meetings:** Recruits and trains unit staff as needed. Evaluates staff performance and prepares timely probationary reports, individual development plans, and corrective action materials as warranted. Regularly conducts staff meetings to share information. Meets individually with staff to discuss assignments and performance.

Marginal Functions (including percentage of time)

- 5%** Performs other work-related tasks 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: 07/14/2026