

DUTY STATEMENT

Employee Name: Vacant	Position Number: 580-630-3802-003
Classification: Senior Health Physicist	Tenure/Time Base: Permanent / Full-Time
Working Title: Projects Licensing Senior Health Physicist	Work Location: 1500 Capitol Ave, MS 7610 Sacramento, CA 95814
Collective Bargaining Unit: S10	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Environmental Health / Division of Radiation Safety and Environmental Management	Branch/Section/Unit: Radiologic Health Branch / Radioactive Materials Licensing Section / Licensing Projects 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 planning, organizing, coordinating, and directing a statewide licensing program for the safe use of radioactive materials including for, but not limited to, manufacturing and distribution, service providers, and nuclear pharmacies. Additionally, this position manages and directs the Sealed Source and Device Registry (SSDR) certificate program.

The Senior Health Physicist (Sr. HP) serves as the first-line supervisor for a team of HPs responsible for the licensing, inspection, and regulatory oversight of radioactive materials in accordance with Title

10 of the Code of Federal Regulations (10 CFR) and Title 17 of the California Code of Regulations 17 CCR. The Sr. HP provides technical leadership and direction in applying advanced health physics principles and regulatory standards to protect workers, the public, and the environment.

The Sr. HP assigns and monitors work, reviews and approves licensing actions based on technical evaluations and staff recommendations, and ensures alignment with departmental policies and regulations. The Sr. HP conducts performance evaluations, mentors staff, supports professional development, and leads initiatives to enhance program efficiency and regulatory effectiveness. The Sr. HP acts as a liaison with internal and external stakeholders, contributes to strategic planning efforts, and ensures unit preparedness for audits and reviews by external parties.

The incumbent works under the general direction of the Supervising Health Physicist, Radioactive Materials Licensing (RML) Section Chief, in the RML Section.

Special Requirements

- ☒ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☒ Medical Clearance
- ☒ Travel: 10%
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

- 30% **Direction and Supervision:** Directs and supervises the professional HPs of the unit. Develops guidelines to assist applicants in preparing and submitting applications that meet criteria. Develops criteria for staff evaluation of licenses applications and SSDR certificates. Develops criteria and procedures for identifying actual and potential radiation hazards from the use of radioactive material. Plans, directs, and correlates studies and investigations related to the safe use of radioactive material.
- 30% **Consultation and Reports:** Consults with technical and scientific staff, state offices, the Nuclear Regulatory Commission (NRC), Environmental Protection Agency, U.S. Public Health Service, and others regarding radiological health. Provides technical assistance and consultation in radiation detection, measurement, and protection to state and local agency personnel, laboratory, industrial and engineering professionals. Prepares and reviews technical reports, addresses lay and professional groups, and responds to inquiries from state officials, agencies, the public, and corporations regarding technical and general information about radioisotopes, their use, benefits, hazards, and regulation.

- 15% **Policy:** Prepares recommendations and assists in developing radiation control rules and regulations. Drafts proposed amendments to laws and regulations to ensure continuing Agreement State compatibility with the NRC, as required by law. Prepares guides and policy statements related to compliance activities for radioactive materials for both the Branch and contract agencies.
- 15% **Operations:** Continuously improves and streamlines operational processes by revising procedures, policies, forms, and integrating technology. Develops budget information for the licensing program, coordinates recruiting and hiring of staff, arranges training for professional staff, and acts as the RML Section Chief when requested.
- 5% **Emergency Preparedness:** Participates in emergency preparedness and response exercises related to nuclear power plant accidents and accidents involving the release and dispersal of radioactive materials.

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: 07/24/2026