

DUTY STATEMENT☒ **CURRENT**☐ **PROPOSED**

RPA Number: HRC0001310	Classification/CBID: Research Scientist/R10	Position Number: 810-357-5582-VAR
Incumbent Name:	Working Title:	Effective Date:
Tenure: Permanent	Time Base: Full Time	Intermittent Hours Per Month:
Program/Division: Environmental Chemistry Laboratory (ECL)	Branch/Section/Unit: Human and Environmental Monitoring Section	Reporting Location: Berkeley
Supervisor's Name: Linh AI Chalabi/ Weihong Guo	Supervisor's Classification: Research Scientist Supervisor I or II	Position Telework Eligible: ☐ YES ☒ NO
Confidential Designation: ☐ YES ☒ NO	Designated Position for COI: ☒ YES ☐ NO	Position Designated Bilingual: ☐ YES ☒ NO
Supervision Exercised: ☒ None ☐ Lead ☐ Managerial ☐ 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

The Environmental Chemistry Laboratory (ECL) provides DTSC with expertise in analysis of environmental and biological samples including method development, sample preparation, sample analysis, quality assurance, and data review. ECL also studies new chemicals of concern and provides DTSC management with analytical information for decision making. Under supervision in Range A and general supervision in Range B of the Research Scientist Supervisor I, the Research Scientist plans, organizes, and carries out scientific research studies of, limited in Range A and moderate in Range B, scientific scope and complexity in the areas of identification and measurements of toxic chemicals in the environment and products. Specific duties include, but are not limited to:

Essential Functions (Including percentage of time):

30%	<u>Analytical Testing:</u> Uses standard Environmental Protection Agency (EPA) and other authoritative methods and laboratory technical system procedures (TSPs) to analyze environmental samples submitted by DTSC core programs and external entities. Comply with the requirements in the Management System documents such as the Quality System Procedures (QSPs) and other relevant external documents to ensure defensibility of analytical results. Processes the acquired data, quantitates, reviews, and analyzes data. Prepares analytical and quality assurance/quality control (QA/QC) reports for submission. Reviews and evaluates data packages generated by ECL for accuracy, completeness and adherence to quality control and quality assurance criteria.
20%	<u>Method Development:</u> Works independently or as the lead in a group to develop and validate standard and in-house analytical methods for DTSC special projects using sophisticated computer interfaced equipment and Gas Chromatography (GC), High Performance Liquid Chromatography (HPLC), Inductively Coupled Plasma (ICP) and Mass Spectrometer (MS) hyphenated instruments. Solves complex analytical problems such as matrix interferences, sensitivity and selectivity and optimizes instrument conditions as a part of the method development process. Evaluates scientific literature for in-depth understanding and knowledge of the project. Prepares technical reports for DTSC and manuscripts for publication to peer-reviewed journals. Continuously reviews manuals, regulations, and other guided documents for updates to keep abreast of the latest technologies and instrumentation within the environmental chemistry field and disseminate updated information to laboratory staff. Applies scientific principles while reviewing critical documents and new methodologies for internal and external use.
20%	<u>Laboratory Quality Management System:</u> Prepares, revises, and reviews the technical systems procedures (TSPs), quality system procedures (QSPs), forms with instructions in compliance with ISO/IEC 17025 and departmental regulations and statutes. Records noncompliance issues and participates in root cause analyses, corrective actions and risk assessments. Participates in process and program improvements, proficiency testing, internal audits, external assessments, and management review meetings. Attends or provides training on ECL ISO/IEC 17025 Quality Management System. Tracks and updates quality indicators. Assists with the development of a laboratory information management system (LIMS) to document lab practices and procedures, track performance data and manage records and information. Keeps accurate records and performs data backup, file management and data archival for analytical methods.
20%	<u>Instrument and Equipment Maintenance:</u> Sets up, operates, calibrates, and maintains instruments, data acquiring systems and related laboratory equipment at operational status. Troubleshoots and conducts repairs and oversees the maintenance and repair of instruments and equipment to ensure they are in operating condition. Prepares, orders, and maintains analytical reference materials and standards for calibration and verification. Evaluates new technologies and establishes new guidelines and written scientific techniques. Checks inventory and procures laboratory supplies and equipment as needed. Surveys out old equipment. Conducts sample tracking and maintains inventories of consumable parts, chemicals, reagents and reference materials. Maintains cleanliness of lab benches areas and proper function of lab infrastructure equipment.
5%	<u>Administrative Duties</u> Performs administrative duties including, but not limited to: adheres to Department policies, rules, and procedures; submits administrative requests including leave, overtime, travel and training in a timely and appropriate manner; accurately reports time in the Daily Log system; and submits time sheets by the due date.

Marginal Functions (Including percentage of time):

5%	<u>Other Related Duties</u> Attends training classes and meetings at DTSC regional offices and other locations and testifies in court. Performs other lab duties such as sample management, hazardous waste management,
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	safety and glassware washing. Assists field staff with sampling work and/or audit of commercial labs. Participates in student STEM outreach and community outreach activities.
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Typical Physical Conditions/Demands:

The work typically requires sitting for prolonged periods while reading, writing, typing, and participating in meetings. The position requires bending and stooping. The job requires extensive use of a personal computer and the ability to sit/stand at a desk, utilize a phone, and type on a keyboard for extended periods of time. It may be required to stand, bend, squat, reach, grasp and pick up items consistent with office work. The incumbent works in a laboratory with artificial light, directing staff in the use of solvents, reagents standards and other hazardous materials. Potential for exposure to hazardous materials may occur. Incumbent is responsible for developing and following health and safety procedures to protect self and others. The incumbent may be required to lift 30 pounds and occasionally stand, bend, squat, reach, grasp, or kneel for long periods.

Typical Working Conditions:

Works in a one-story or multi-story building, in an office or cubicle setting using a variety of office equipment, e.g., computers, telephones, copiers, etc., with artificial light and temperature control, and attends meetings in similar settings. On an as-needed basis, work outside normal work hours, including evenings and weekends, may be required. The work schedule is Monday through Friday. Travel may be required locally, within the state, and out of state. If travel is required, it will be by commercial carrier or auto, whichever method is in the best interest of the State. This position will have daily contact with DTSC staff, external state, and federal agencies, and local government representatives, and the public either in person, via email/telephone, or videoconferencing. The Research Scientist Range B reports directly and receives assignments from the Research Scientist Supervisor I and II and the Research Scientist Manager.

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:

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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 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 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*.

**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.)*

Do you need a reasonable accommodation to perform the essential functions of this position? ☐ **YES** ☐ **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: 8/6/2026

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