



☐ PROPOSED ☒ CURRENT

Classification Title Environmental Scientist	Division Compliance
Working Title Environmental Scientist	Office/Unit/Section/Geographic Location Compliance Inspection Branch/SoCal Office/LA North Unit
Position Number 592-320-0762-042	Name and Effective Date VACANT

General Statement: Under the supervision of the Senior Environmental Scientist (SES) (Supervisory) in the LA North Unit (Unit), within the SoCal Office (Office), part of the Compliance Inspection Branch (Branch), part of the Compliance Division (Division), within the Department of Cannabis Control (Department), the Environmental Scientist (ES) will perform scientific fieldwork and compliance evaluations across all licensed cannabis facilities. The incumbent will be responsible for verifying that licensed facilities are operating in accordance with applicable statutes, regulations, and environmental protection requirements. The incumbent will conduct onsite inspections, technical assessments, and may participate in investigations within an assigned geographic area. The incumbent may also be required to perform coordinated fieldwork and investigations with other governmental agencies, as needed. The geographical location for this position is located within Southern California; however, may be required to conduct business throughout the State of California (State). Duties include, but are not limited to, the following:

A. Specific Assignments [w/ Essential (E) / Marginal (M) Functions]

40% (E) Inspections

Travel to various locations within an assigned geographical area to conduct routine on-site inspections of all licensed cannabis facilities. Evaluate regulatory compliance with commercial cannabis and environmental laws, identify areas of non-compliance, and document environmental risks. Observe and assess operational practices, environmental conditions, product handling and storage, transport procedures, and adherence to regulatory requirements. Record and evaluate observations, environmental measurements and site data using field tools, digital instruments, and Geographic Information System software as appropriate.

Develop and transcribe clear, concise post-inspection reports, including photographs, maps, diagrams, and other documentation to support follow-up compliance actions. Identify potentially fraudulent activity, diversion, and/or operational discrepancies if observed, and refer as appropriate to Investigative Services Branch staff. Participate in coordinated inspections and/or search warrants with investigative and/or law enforcement as required. Communicate findings to licensees, stakeholders, and Department staff regarding environmental and operational compliance expectations and requirements.

35% (E) Records and Scientific Compliance Evaluation

Review records, environmental compliance histories, facility operations, inventory records, California Cannabis Tracking System data, and field data to evaluate licensee adherence to environmental and commercial cannabis regulations. Assess and review documentation related to water usage, waste management, pesticide application, storage, transport, and other environmental and operational programs to ensure compliance with applicable laws and regulations. Apply scientific methods and evidence-based evaluations to identify non-compliance, operational risks, and/or potential environmental impacts and recommend corrective actions and/or administrative measures to bring Department licensees into compliance.

Develop and transcribe clear and accurate reports documenting findings and compliance determinations for review by Unit leadership and for use in administrative proceedings and/or hearings, as applicable. Coordinate with investigative and regulatory partner agencies when environmental and/or operational issues intersect with broader compliance matters.

15% (E) Communication, Coordination, and Education

Collaborate with Federal, State, and local stakeholders, including the California Department of Fish and Wildlife, State Water Resources Control Board, Department of Pesticide Regulation, County Agricultural Commissioners, CalRecycle, and other relevant regulatory authorities, to address environmental and operational compliance issues across all licensed cannabis facilities. Establish and maintain cooperative relationships within the Department and with external agencies to ensure standardized processes, effective communication, and consistent application of commercial cannabis laws and regulations.

Provide clear guidance to Department licensees and industry representatives regarding environmental and operational compliance expectations, incorporating scientific reasoning and evidence-based practices to support sustainable and safe operations. Participate and develop educational and outreach programs, including seminars and workshops for licensees, applicants, and cannabis industry representatives, to promote voluntary compliance, environmental stewardship, and adherence to operational regulations. Document communications, guidance, and outreach activities for record retention in Department archives to support consistent compliance oversight and follow-up actions.

5% (E) Administration

Coordinate, plan, and schedule logistics for inspections and field visits to maximize efficiency. Maintain accurate records of site visits, compliance actions, reports, travel, and equipment usage. Ensure reliability and proper maintenance of assigned vehicles and equipment. Prepare end-of-month reports, mileage logs, and weekly activity reports to keep leadership informed of operational progress.

5% (E) Professional Development

Participate in professional development trainings, as well as tasks, meetings, and activities that support programmatic and workplace diversity, equity, and inclusion.

B. Headquarters Designation

Home-As_Headquarters or Department designated location

C. Supervision Received

The incumbent will receive assignments and directions from the SES (Supervisory); however, assignments and directions may come from the Environmental Program Manager (EPM) I ,and/or EPM II.

D. Supervision Exercised

None

E. Administrative Responsibility

None

F. Personal Contacts

The incumbent will have frequent contact with the SES (Supervisory), Department staff, licensees and the general public as subjects, complainants, or witnesses. The incumbent will have occasional to frequent contact with partner and other law enforcement agencies at the county, city, and State levels.

G. Actions and Consequences

Failure to adequately perform the outlined duties listed above may result in significant harm, a decrease in consumer safety, and a disruption of the cannabis supply chain. Inadequate performance may result in allowing a violation of the law (administrative or criminal) to go undetected or acknowledged and may affect the health and safety of consumers.

H. Division Operational Requirements

This position may require working nights, weekends, and holidays to meet operational demands. It requires excellent communication and organizational skills, timeliness in completing assignments, and the ability to prioritize in a fast-paced environment. The position is regionally based in Southern California; however, may involve travel outside the assigned area as needed statewide.

I. Functional Requirements

The incumbent is expected to work 40 hours per week, Monday through Friday, 08:00AM – 05:00PM; however, may be expected to work specified hours based on business needs of the Division. Regular attendance and punctuality are an essential part of this job.

The incumbent will be required to work both indoors and outdoors, depending on the situation they are involved in, at any given time. While indoors, the temperature and humidity may not be controlled. While outdoors, the incumbent may be exposed to climatic conditions. The incumbent may be exposed to dust and fumes. The incumbent may occasionally be exposed to toxic materials, pesticides, fertilizers, and solvents. Occasional to frequent sitting, standing, walking, driving, and carrying up to 50 pounds is required.

In all job functions, the incumbent is responsible for creating an inclusive, safe, and secure environment that values diverse cultures, perspectives and experiences, and is free from discrimination. The incumbent is expected to provide all members of the public equitable services and treatment and work toward improving outcomes for all Californians.

J. Other Information

The incumbent shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others. This incumbent will maintain consistent and regular attendance, communicate effectively (both orally and in writing) when dealing with the general public and/or other employees, develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment, and adhere to departmental policies and procedures.

Incumbents in this classification will progress through ranges A, B, and C based upon the requirements of the alternate range criteria relating to the classification specifications. As the incumbent progresses beyond Range A, the incumbent will be expected to perform the level of responsibilities associated with the assigned range, in addition to the level of responsibilities in the lower range(s).

Criminal Offender Record Information (CORI) - Title 11, Section 703 (d) of the California Code of Regulations requires criminal record checks of all personnel who have access to CORI. Pursuant to this requirement, applicants for this position will be required to submit fingerprints to the Department of Justice and be cleared before hiring. In accordance with CORI procedures, clearance shall be maintained while employed in a CORI-designated position. Additionally, the position routinely works with sensitive and confidential issues and/or materials and is expected to maintain the privacy and confidentiality of documents and topics pertaining to individuals or to sensitive program matters at all times.

Conflict of Interest (COI) - This position is subject to COI Regulations. The incumbent is required to submit a Statement of Economic Interests (Form 700) within 30 days of assuming office, annually by April 1st, and within 30 days of leaving office.

Department of Motor Vehicles (DMV) Employer Pull Notice (EPN) Program - The incumbent shall participate in DMV's EPN Program, which is a process for providing the Department with a report showing the driver's current public record as recorded by the DMV, and any subsequent convictions, failures to appear, accidents, driver's license suspensions, driver's license revocations, or any other actions taken against the driving privilege or license, added to the driver's DMV record.

Medical Surveillance and Respiratory Protection Program – Pursuant to California Code of Regulations, Title 8, section 5144 and the Department's Injury and Illness Prevention Plan, the incumbent shall participate in the Department's Medical Surveillance and Respiratory Protection Program due to the potential exposure to dangerous pesticides, molds, and other hazardous substances.

Medical Clearance – In accordance with the provisions of Government Code 18931, a medical clearance is required from the California Department of Human Resources' (Cal HR) Medical Officer. The medical clearance must be completed, submitted, reviewed, and approved prior to extending an offer of employment.

Travel - The incumbent is required to travel throughout the state of California by various methods of transportation.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Equal Employment Opportunity Office.)

Employee Signature

Date

Employee's Printed Name – Classification

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature

Date

Supervisor's Printed Name – Classification



☐ PROPOSED ☒ CURRENT

Classification Title Environmental Scientist	Division Compliance
Working Title Environmental Scientist	Office/Unit/Section/Geographic Location Compliance Inspection Branch/SoCal Office/LA North Unit
Position Number 592-320-0762-062	Name and Effective Date VACANT

General Statement: Under the supervision of the Senior Environmental Scientist (SES) (Supervisory) in the LA North Unit (Unit), within the SoCal Office (Office), part of the Compliance Inspection Branch (Branch), part of the Compliance Division (Division), within the Department of Cannabis Control (Department), the Environmental Scientist (ES) will perform scientific fieldwork and compliance evaluations across all licensed cannabis facilities. The incumbent will be responsible for verifying that licensed facilities are operating in accordance with applicable statutes, regulations, and environmental protection requirements. The incumbent will conduct onsite inspections, technical assessments, and may participate in investigations within an assigned geographic area. The incumbent may also be required to perform coordinated fieldwork and investigations with other governmental agencies, as needed. The geographical location for this position is located within Southern California; however, may be required to conduct business throughout the State of California (State). Duties include, but are not limited to, the following:

A. Specific Assignments [w/ Essential (E) / Marginal (M) Functions]

40% (E) Inspections

Travel to various locations within an assigned geographical area to conduct routine on-site inspections of all licensed cannabis facilities. Evaluate regulatory compliance with commercial cannabis and environmental laws, identify areas of non-compliance, and document environmental risks. Observe and assess operational practices, environmental conditions, product handling and storage, transport procedures, and adherence to regulatory requirements. Record and evaluate observations, environmental measurements and site data using field tools, digital instruments, and Geographic Information System software as appropriate.

Develop and transcribe clear, concise post-inspection reports, including photographs, maps, diagrams, and other documentation to support follow-up compliance actions. Identify potentially fraudulent activity, diversion, and/or operational discrepancies if observed, and refer as appropriate to Investigative Services Branch staff. Participate in coordinated inspections and/or search warrants with investigative and/or law enforcement as required. Communicate findings to licensees, stakeholders, and Department staff regarding environmental and operational compliance expectations and requirements.

35% (E) Records and Scientific Compliance Evaluation

Review records, environmental compliance histories, facility operations, inventory records, California Cannabis Tracking System data, and field data to evaluate licensee adherence to environmental and commercial cannabis regulations. Assess and review documentation related to water usage, waste management, pesticide application, storage, transport, and other environmental and operational programs to ensure compliance with applicable laws and regulations. Apply scientific methods and evidence-based evaluations to identify non-compliance, operational risks, and/or potential environmental impacts and recommend corrective actions and/or administrative measures to bring Department licensees into compliance.

Develop and transcribe clear and accurate reports documenting findings and compliance determinations for review by Unit leadership and for use in administrative proceedings and/or hearings, as applicable. Coordinate with investigative and regulatory partner agencies when environmental and/or operational issues intersect with broader compliance matters.

15% (E) Communication, Coordination, and Education

Collaborate with Federal, State, and local stakeholders, including the California Department of Fish and Wildlife, State Water Resources Control Board, Department of Pesticide Regulation, County Agricultural Commissioners, CalRecycle, and other relevant regulatory authorities, to address environmental and operational compliance issues across all licensed cannabis facilities. Establish and maintain cooperative relationships within the Department and with external agencies to ensure standardized processes, effective communication, and consistent application of commercial cannabis laws and regulations.

Provide clear guidance to Department licensees and industry representatives regarding environmental and operational compliance expectations, incorporating scientific reasoning and evidence-based practices to support sustainable and safe operations. Participate and develop educational and outreach programs, including seminars and workshops for licensees, applicants, and cannabis industry representatives, to promote voluntary compliance, environmental stewardship, and adherence to operational regulations. Document communications, guidance, and outreach activities for record retention in Department archives to support consistent compliance oversight and follow-up actions.

5% (E) Administration

Coordinate, plan, and schedule logistics for inspections and field visits to maximize efficiency. Maintain accurate records of site visits, compliance actions, reports, travel, and equipment usage. Ensure reliability and proper maintenance of assigned vehicles and equipment. Prepare end-of-month reports, mileage logs, and weekly activity reports to keep leadership informed of operational progress.

5% (E) Professional Development

Participate in professional development trainings, as well as tasks, meetings, and activities that support programmatic and workplace diversity, equity, and inclusion.

B. Headquarters Designation

Home-As_Headquarters or Department designated location

C. Supervision Received

The incumbent will receive assignments and directions from the SES (Supervisory); however, assignments and directions may come from the Environmental Program Manager (EPM) I ,and/or EPM II.

D. Supervision Exercised

None

E. Administrative Responsibility

None

F. Personal Contacts

The incumbent will have frequent contact with the SES (Supervisory), Department staff, licensees and the general public as subjects, complainants, or witnesses. The incumbent will have occasional to frequent contact with partner and other law enforcement agencies at the county, city, and State levels.

G. Actions and Consequences

Failure to adequately perform the outlined duties listed above may result in significant harm, a decrease in consumer safety, and a disruption of the cannabis supply chain. Inadequate performance may result in allowing a violation of the law (administrative or criminal) to go undetected or acknowledged and may affect the health and safety of consumers.

H. Division Operational Requirements

This position may require working nights, weekends, and holidays to meet operational demands. It requires excellent communication and organizational skills, timeliness in completing assignments, and the ability to prioritize in a fast-paced environment. The position is regionally based in Southern California; however, may involve travel outside the assigned area as needed statewide.

I. Functional Requirements

The incumbent is expected to work 40 hours per week, Monday through Friday, 08:00AM – 05:00PM; however, may be expected to work specified hours based on business needs of the Division. Regular attendance and punctuality are an essential part of this job.

The incumbent will be required to work both indoors and outdoors, depending on the situation they are involved in, at any given time. While indoors, the temperature and humidity may not be controlled. While outdoors, the incumbent may be exposed to climatic conditions. The incumbent may be exposed to dust and fumes. The incumbent may occasionally be exposed to toxic materials, pesticides, fertilizers, and solvents.

Occasional to frequent sitting, standing, walking, driving, and carrying up to 50 pounds is required.

In all job functions, the incumbent is responsible for creating an inclusive, safe, and secure environment that values diverse cultures, perspectives and experiences, and is free from discrimination. The incumbent is expected to provide all members of the public equitable services and treatment and work toward improving outcomes for all Californians.

J. Other Information

The incumbent shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others. This incumbent will maintain consistent and regular attendance, communicate effectively (both orally and in writing) when dealing with the general public and/or other employees, develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment, and adhere to departmental policies and procedures.

Incumbents in this classification will progress through ranges A, B, and C based upon the requirements of the alternate range criteria relating to the classification specifications. As the incumbent progresses beyond Range A, the incumbent will be expected to perform the level of responsibilities associated with the assigned range, in addition to the level of responsibilities in the lower range(s).

Criminal Offender Record Information (CORI) - Title 11, Section 703 (d) of the California Code of Regulations requires criminal record checks of all personnel who have access to CORI. Pursuant to this requirement, applicants for this position will be required to submit fingerprints to the Department of Justice and be cleared before hiring. In accordance with CORI procedures, clearance shall be maintained while employed in a CORI-designated position. Additionally, the position routinely works with sensitive and confidential issues and/or materials and is expected to maintain the privacy and confidentiality of documents and topics pertaining to individuals or to sensitive program matters at all times.

Conflict of Interest (COI) - This position is subject to COI Regulations. The incumbent is required to submit a Statement of Economic Interests (Form 700) within 30 days of assuming office, annually by April 1st, and within 30 days of leaving office.

Department of Motor Vehicles (DMV) Employer Pull Notice (EPN) Program - The incumbent shall participate in DMV's EPN Program, which is a process for providing the Department with a report showing the driver's current public record as recorded by the DMV, and any subsequent convictions, failures to appear, accidents, driver's license suspensions, driver's license revocations, or any other actions taken against the driving privilege or license, added to the driver's DMV record.

Medical Surveillance and Respiratory Protection Program – Pursuant to California Code of Regulations, Title 8, section 5144 and the Department's Injury and Illness

Prevention Plan, the incumbent shall participate in the Department's Medical Surveillance and Respiratory Protection Program due to the potential exposure to dangerous pesticides, molds, and other hazardous substances.

Medical Clearance – In accordance with the provisions of Government Code 18931, a medical clearance is required from the California Department of Human Resources' (Cal HR) Medical Officer. The medical clearance must be completed, submitted, reviewed, and approved prior to extending an offer of employment.

Travel - The incumbent is required to travel throughout the state of California by various methods of transportation.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Equal Employment Opportunity Office.)

Employee Signature

Date

Employee's Printed Name – Classification

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature

Date

Supervisor's Printed Name – Classification



☐ PROPOSED ☒ CURRENT

Classification Title Environmental Scientist	Division Compliance
Working Title Environmental Scientist	Office/Unit/Section/Geographic Location Compliance Inspection Branch/SoCal Office/LA North Unit
Position Number 592-320-0762-063	Name and Effective Date VACANT

General Statement: Under the supervision of the Senior Environmental Scientist (SES) (Supervisory) in the LA North Unit (Unit), within the SoCal Office (Office), part of the Compliance Inspection Branch (Branch), part of the Compliance Division (Division), within the Department of Cannabis Control (Department), the Environmental Scientist (ES) will perform scientific fieldwork and compliance evaluations across all licensed cannabis facilities. The incumbent will be responsible for verifying that licensed facilities are operating in accordance with applicable statutes, regulations, and environmental protection requirements. The incumbent will conduct onsite inspections, technical assessments, and may participate in investigations within an assigned geographic area. The incumbent may also be required to perform coordinated fieldwork and investigations with other governmental agencies, as needed. The geographical location for this position is located within Southern California; however, may be required to conduct business throughout the State of California (State). Duties include, but are not limited to, the following:

A. Specific Assignments [w/ Essential (E) / Marginal (M) Functions]

40% (E) Inspections

Travel to various locations within an assigned geographical area to conduct routine on-site inspections of all licensed cannabis facilities. Evaluate regulatory compliance with commercial cannabis and environmental laws, identify areas of non-compliance, and document environmental risks. Observe and assess operational practices, environmental conditions, product handling and storage, transport procedures, and adherence to regulatory requirements. Record and evaluate observations, environmental measurements and site data using field tools, digital instruments, and Geographic Information System software as appropriate.

Develop and transcribe clear, concise post-inspection reports, including photographs, maps, diagrams, and other documentation to support follow-up compliance actions. Identify potentially fraudulent activity, diversion, and/or operational discrepancies if observed, and refer as appropriate to Investigative Services Branch staff. Participate in coordinated inspections and/or search warrants with investigative and/or law enforcement as required. Communicate findings to licensees, stakeholders, and Department staff regarding environmental and operational compliance expectations and requirements.

35% (E) Records and Scientific Compliance Evaluation

Review records, environmental compliance histories, facility operations, inventory records, California Cannabis Tracking System data, and field data to evaluate licensee adherence to environmental and commercial cannabis regulations. Assess and review documentation related to water usage, waste management, pesticide application, storage, transport, and other environmental and operational programs to ensure compliance with applicable laws and regulations. Apply scientific methods and evidence-based evaluations to identify non-compliance, operational risks, and/or potential environmental impacts and recommend corrective actions and/or administrative measures to bring Department licensees into compliance.

Develop and transcribe clear and accurate reports documenting findings and compliance determinations for review by Unit leadership and for use in administrative proceedings and/or hearings, as applicable. Coordinate with investigative and regulatory partner agencies when environmental and/or operational issues intersect with broader compliance matters.

15% (E) Communication, Coordination, and Education

Collaborate with Federal, State, and local stakeholders, including the California Department of Fish and Wildlife, State Water Resources Control Board, Department of Pesticide Regulation, County Agricultural Commissioners, CalRecycle, and other relevant regulatory authorities, to address environmental and operational compliance issues across all licensed cannabis facilities. Establish and maintain cooperative relationships within the Department and with external agencies to ensure standardized processes, effective communication, and consistent application of commercial cannabis laws and regulations.

Provide clear guidance to Department licensees and industry representatives regarding environmental and operational compliance expectations, incorporating scientific reasoning and evidence-based practices to support sustainable and safe operations. Participate and develop educational and outreach programs, including seminars and workshops for licensees, applicants, and cannabis industry representatives, to promote voluntary compliance, environmental stewardship, and adherence to operational regulations. Document communications, guidance, and outreach activities for record retention in Department archives to support consistent compliance oversight and follow-up actions.

5% (E) Administration

Coordinate, plan, and schedule logistics for inspections and field visits to maximize efficiency. Maintain accurate records of site visits, compliance actions, reports, travel, and equipment usage. Ensure reliability and proper maintenance of assigned vehicles and equipment. Prepare end-of-month reports, mileage logs, and weekly activity reports to keep leadership informed of operational progress.

5% (E) Professional Development

Participate in professional development trainings, as well as tasks, meetings, and activities that support programmatic and workplace diversity, equity, and inclusion.

B. Headquarters Designation

Home-As_Headquarters or Department designated location

C. Supervision Received

The incumbent will receive assignments and directions from the SES (Supervisory); however, assignments and directions may come from the Environmental Program Manager (EPM) I ,and/or EPM II.

D. Supervision Exercised

None

E. Administrative Responsibility

None

F. Personal Contacts

The incumbent will have frequent contact with the SES (Supervisory), Department staff, licensees and the general public as subjects, complainants, or witnesses. The incumbent will have occasional to frequent contact with partner and other law enforcement agencies at the county, city, and State levels.

G. Actions and Consequences

Failure to adequately perform the outlined duties listed above may result in significant harm, a decrease in consumer safety, and a disruption of the cannabis supply chain. Inadequate performance may result in allowing a violation of the law (administrative or criminal) to go undetected or acknowledged and may affect the health and safety of consumers.

H. Division Operational Requirements

This position may require working nights, weekends, and holidays to meet operational demands. It requires excellent communication and organizational skills, timeliness in completing assignments, and the ability to prioritize in a fast-paced environment. The position is regionally based in Southern California; however, may involve travel outside the assigned area as needed statewide.

I. Functional Requirements

The incumbent is expected to work 40 hours per week, Monday through Friday, 08:00AM – 05:00PM; however, may be expected to work specified hours based on business needs of the Division. Regular attendance and punctuality are an essential part of this job.

The incumbent will be required to work both indoors and outdoors, depending on the situation they are involved in, at any given time. While indoors, the temperature and humidity may not be controlled. While outdoors, the incumbent may be exposed to climatic conditions. The incumbent may be exposed to dust and fumes. The incumbent may occasionally be exposed to toxic materials, pesticides, fertilizers, and solvents. Occasional to frequent sitting, standing, walking, driving, and carrying up to 50 pounds is required.

In all job functions, the incumbent is responsible for creating an inclusive, safe, and secure environment that values diverse cultures, perspectives and experiences, and is free from discrimination. The incumbent is expected to provide all members of the public equitable services and treatment and work toward improving outcomes for all Californians.

J. Other Information

The incumbent shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others. This incumbent will maintain consistent and regular attendance, communicate effectively (both orally and in writing) when dealing with the general public and/or other employees, develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment, and adhere to departmental policies and procedures.

Incumbents in this classification will progress through ranges A, B, and C based upon the requirements of the alternate range criteria relating to the classification specifications. As the incumbent progresses beyond Range A, the incumbent will be expected to perform the level of responsibilities associated with the assigned range, in addition to the level of responsibilities in the lower range(s).

Criminal Offender Record Information (CORI) - Title 11, Section 703 (d) of the California Code of Regulations requires criminal record checks of all personnel who have access to CORI. Pursuant to this requirement, applicants for this position will be required to submit fingerprints to the Department of Justice and be cleared before hiring. In accordance with CORI procedures, clearance shall be maintained while employed in a CORI-designated position. Additionally, the position routinely works with sensitive and confidential issues and/or materials and is expected to maintain the privacy and confidentiality of documents and topics pertaining to individuals or to sensitive program matters at all times.

Conflict of Interest (COI) - This position is subject to COI Regulations. The incumbent is required to submit a Statement of Economic Interests (Form 700) within 30 days of assuming office, annually by April 1st, and within 30 days of leaving office.

Department of Motor Vehicles (DMV) Employer Pull Notice (EPN) Program - The incumbent shall participate in DMV's EPN Program, which is a process for providing the Department with a report showing the driver's current public record as recorded by the DMV, and any subsequent convictions, failures to appear, accidents, driver's license suspensions, driver's license revocations, or any other actions taken against the driving privilege or license, added to the driver's DMV record.

Medical Surveillance and Respiratory Protection Program – Pursuant to California Code of Regulations, Title 8, section 5144 and the Department's Injury and Illness Prevention Plan, the incumbent shall participate in the Department's Medical Surveillance and Respiratory Protection Program due to the potential exposure to dangerous pesticides, molds, and other hazardous substances.

Medical Clearance – In accordance with the provisions of Government Code 18931, a medical clearance is required from the California Department of Human Resources' (Cal HR) Medical Officer. The medical clearance must be completed, submitted, reviewed, and approved prior to extending an offer of employment.

Travel - The incumbent is required to travel throughout the state of California by various methods of transportation.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Equal Employment Opportunity Office.)

Employee Signature

Date

Employee's Printed Name – Classification

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature

Date

Supervisor's Printed Name – Classification