

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

RPA Number: HRC0001364	Classification Title/BU: Environmental Scientist/R10	Position Number: 810-230-0762-001
Incumbent Name:	Working Title: Environmental Science and Policy Advisor	Effective Date:
Division/Office: Executive Office	Section/Unit: Office of Legislative Affairs	Reporting Location: Headquarters
Supervisor's Name: Eddie Moreno	Supervisor's Classification: Deputy Director of Legislative Affairs	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

Under the close supervision, Range A, or under supervision, Range B or under direction, Range C, of the Deputy Director of Legislative Affairs (Legislative Director), the Environmental Scientist is responsible for providing technical expertise and science communication assistance in legislative analyses and constituent affairs related to the oversight of hazardous waste management activities, site mitigation activities, and chemicals in consumer products.

Essential Functions (Including percentage of time):

35%	<u>SCIENCE COMMUNICATION & CONSTITUENT AFFAIRS</u> Lead and manage OLA's constituency affairs function. Receive, log, track, and respond to inquiries from legislative offices, advocacy groups, and a regulated entities regarding legislation and DTSC's programs and actions. Coordinate with subject matter experts and program and executive staff to develop accurate, timely, and consistent responses. Oversee the maintenance of a database of constituent inquiries and responses to promote accountability and identify
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	recurring themes. Participates in the development and execution of communication strategies related to major department decisions that have legislative impact. Coordinate timely and accurate information sharing on these major decisions with legislative offices.
25%	<u>LEGISLATIVE SUPPORT AND ANALYSIS</u> In collaboration with bill teams, reviews and analyzes legislation that that could affect DTSC using an in-depth scientific understanding of California's manufacturers, businesses, hazardous materials, hazardous waste handling processes and procedures, and site mitigation practices to ensure the best legislative outcomes for DTSC and its mission Participate in meetings with legislative staff, stakeholders, and program experts to support communication of technical assistance. Evaluates legislation from a technical perspective and works closely with DTSC program staff to ensure the legislation, if passed, can be adequately implemented as envisioned by the Legislature. Prepare background materials, fact sheets and other informational materials to aid in communication of hazardous waste management, site mitigation, and regulation of chemicals in consumer products. Develop and submit legislative analyses assigned during legislative year or during periods of high workload or staff absence.
15%	<u>LEGISLATIVE ENGAGEMENT AND PREPARATION</u> Serve as the project lead for DTSC's preparation for legislation hearings, confirmation hearings, and other legislative actions. Oversee the development of briefing materials, talking points, testimony, and background packets for Director and Legislative Director. Participates in preparatory meetings, provides scientific input and ensures that technical materials are clear, accurate, and are consistent with Director's and the California Environmental Protection Agency's priorities and missions. Assist in post-hearing follow-up, documentation, and tracking outcomes and deliverables.
15%	<u>POLICY AND POLITICAL STRATEGY</u> Identifies and forecasts emerging or sensitive issues affecting DTSC that may result in legislation and assists Legislative Director in developing appropriate responses. Thoroughly researches and analyzes complex and sensitive issues regarding DTSC's mission. Maintains awareness of other high-profile projects and issues across the department that may directly or indirectly affect DTSC's ability to successfully meet its mission. Develops and maintains a thorough understanding of DTSC's core programs', goals, and expectations. Compiles data and information regarding regional impacts of DTSC's projects, initiatives, and engagement opportunities. Prepares analysis for the Director using data pulled from sources, such as CalEnviroScreen, EnviroStor, GovBuddy, Capitol Track, etc. Prepares concise summaries clearly identifying political issues.
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 timesheets by the due date.
Marginal Functions (Including percentage of time):	
5%	<u>OTHER DUTIES AS ASSIGNED</u> Performs additional duties that are necessary to support and sustain office functions. This may include, but is not limited to, special projects, cross-training in other units, and peer mentoring.
Consequences of Error:	
The Environmental Scientist reports directly to and receives the majority of assignments from the Legislative Director. This position does not supervise; however, the incumbent may provide guidance and information for the purpose of decision making and response to staff at multiple levels including members of the DTSC leadership and executive team. The Environmental Scientist has regular contact with DTSC management and staff. The Environmental Scientist has frequent contact with external regulatory agencies including the public, internal and external stakeholders.	

Failure to effectively perform the duties of the position could compromise the Department's legal position and result in incorrect or incomplete information disseminated to executive office staff, management and staff, and the inability of the Department to meet goals or objectives.

Typical Physical Conditions/Demands:

The Environmental Scientist works in a high-rise office building with artificial light and temperature control. The Environmental Scientist is required to use a personal computer and other office equipment including but not limited to a fax machine and copy machine. Some travel is required.

Typical Working Conditions:

Works in multi-story building, in a cubicle office 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. A telework schedule may be available (the incumbent will be expected to be available through various platforms throughout the day to communicate on work related activities). The work schedule is Monday through Friday. Travel may be required locally and within the 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.

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:

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: PX Date Approved: 11/4/2025

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