

DUTY STATEMENT

Employee Name: Vacant	Position Number: 580-600-0765-909
Classification: Senior Environmental Scientist (Specialist)	Tenure/Time Base: Permanent / Full-time
Working Title: Senior Emergency Management Coordinator	Work Location: 1500 Capitol Ave Sacramento, CA 95814
Collective Bargaining Unit: R10	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Environmental Health	Branch/Section/Unit: Training and Partnership Section (TPS)

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 to advance the health and well-being of California's diverse people and communities by becoming a learning, healing, and impactful organization.

The Senior Environmental Scientist (Specialist) (SESS) supports national, state, and local environmental health emergency preparedness programs as a liaison representing the Center for Environmental Health (CEH). The SESS collaborates with decision makers across governmental and private sectors, professional, and community-based organizations, including tribal organizations, to develop policies, procedures, plans and training for environmental health emergency preparedness, response, and recovery. The SESS leads multijurisdictional initiatives to integrate statewide

emergency support functions related to environmental health, and builds cross-sector partnerships to enhance coordination, with a focus on advancing health equity.

The SESS works under the direction of the Environmental Program Manager I (EPM I) of the Training and Partnership Section (TPS) in the CEH.

Special Requirements

- ☒ Conflict of Interest (COI)
- ☒ Background Check and/or Fingerprinting Clearance
- ☒ Medical Clearance
- ☒ Travel: Up to approximately 30% in-state travel is required, which may include overnight stays.
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☒ Other: Transport or move items (weight up to 50 pounds); climb stairs and ladders; work in extreme temperatures and on hazardous surfaces; transport assessment and safety equipment, sample kits, and records.

Essential Functions (including percentage of time)

- 35% Serves as a Subject Matter Expert (SME), providing expertise in environmental hazards and disaster-related risks to assist local health departments in developing emergency plans and procedures. Independently develops, coordinates, and delivers training for local environmental health and public health stakeholders responding to emergency incidents involving food, water, sanitation, shelters, solid waste, chemical, biological, and radiological threats, vector control, and medical waste. Co-leads, with other senior TPS staff, the development and delivery of advanced emergency preparedness training for local jurisdictions and other partners, including the Environmental Health Training in Emergency Response (EHTER) at the operational level (Expeditionary or "X") course, and supports EHTER Awareness-level training. Coordinates with the Federal Emergency Management Agency (FEMA) and the California Governor's Office of Emergency Services (Cal OES)/California Specialized Training Institute to develop and maintain certification of the California EHTER curriculum. Provides technical expertise and guidance for training and planning related to radiological and nuclear emergencies in collaboration with CDPH internal and external partners. Independently or collaboratively plans and participates in drills and exercises for local health and environmental health programs. Designs and coordinates training that combines classroom instruction with field-based exercises on environmental health assessments and health protective actions needed for response and recovery. Provides continuing education credits and manages related documentation for Registered Environmental Health Specialists. Prepares after-action reports and improvement plans for exercises and real-life events. Makes recommendations to executive decision-makers on policy and procedure changes to improve efficiency and address emerging environmental health concerns.
- 30% Builds, strengthens, and sustains effective partnerships with CDPH, local health departments, the California Conference of Directors of Environmental Health (CCDEH), tribes, and other agencies to advance program goals through clear and consistent communication. Serves as a subject-matter consultant to CDPH, CCDEH, the California Environmental Protection Agency, and other environmental health partners by reviewing and evaluating strategies to strengthen

mutual aid procedures and improve resource access during emergency response and recovery operations. Evaluates internal and partner agency plans and procedures to identify gaps and improvements that enhance environmental health emergency management. Facilitates corrective measures, leads strategic planning initiatives, and promotes the use of metrics to inform decision-making and organizational effectiveness.

20% Develops and delivers presentations to internal and external partners and community organizations on environmental health emergency preparedness and response activities. Provides technical consultation on environmental health emergency management. Reviews and provides feedback on plans, reports, and presentations from peers and stakeholders. Travels to other work sites, meetings, and professional conferences and completes additional training to enhance knowledge and skills in emergency management. Deploys to assist with emergency responses or recovery when activated.

10% Assists with project management, including developing EHTER schedules, managing budgets and EHTER supply inventories, aligning activities with grant requirements, and tracking deliverables for progress reporting.

Marginal Functions (including percentage of time)

5% Performs other work-related duties as required.

☐ 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: 09/23/2026