

DUTY STATEMENT

Employee Name: Vacant	Position Number: 580-630-3779-909
Classification: Assistant Health Physicist	Tenure/Time Base: Permanent / Full-Time
Working Title: X-Ray Machine Inspector	Work Location: 1500 Capitol Avenue, MS 7610 Sacramento, CA 95814
Collective Bargaining Unit: R10	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 / Inspection, Compliance, and Enforcement Section, Radiation Machines, X-Ray Machine Inspection Unit, Region 3 Sacramento

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 ensuring that qualified individuals are using X-ray machines in a safe and appropriate manner through timely, high-quality inspections and investigations.

The Assistant (Asst.) Health Physicist (HP) applies principles of radiation and health physics, radiation control regulations, and departmental policies and procedures to review and perform work of average difficulty and complexity related to the X-Ray Machine Inspection Program. The position emphasizes

fieldwork operations from a state regional compliance office and the incumbent assists higher-level physicists in the performance of their duties, including routine hazard evaluation of license applications, compliance inspections, and accident and complaint investigations. The Asst. HP is provided with radiation detection and other equipment necessary to support assigned duties and is expected to use, transport, and care for this equipment.

The incumbent works under supervision of the Senior (Sr.) HP of the Inspection, Compliance, and Enforcement (ICE) Section, Radiation Machines, X-Ray Machine Inspection Unit, Region 3 Sacramento.

Special Requirements

- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☒ Medical Clearance
- ☒ Travel: Up to 80% travel is required, which may include overnight stays.
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

- 40% **Inspections and Investigations:** Under supervision, the incumbent performs work of average difficulty and complexity, including assisting in the preparation, planning, design, and handling of inspections and investigations of radiation machine users. Enforces radiation control laws and regulations. Communicates orally and in writing with regulated and unregulated individuals, both internal and external to the CDPH, to ensure enforcement and compliance. Assists with the review of corrective actions to determine regulatory compliance and with the investigation of radiation incidents and allegations. Analyzes and finalizes reports for review by the journey-level or higher health physicists.
- 35% **Guidance and Consultation:** Provides information about established guidelines for medical, dental, and industrial users on technical, regulatory requirements, as well as Standards of Good Practice, including technical consultation to physicians, technologists, and others regarding the operation, proper usage, safety, and quality assurance of radiation machines and related instruments.
- 10% **Report Preparation and Submission:** Prepares reports and documents for review by higher-level physicists or the Sr. HP related to escalated enforcement actions. Assists with preparing basic analysis of documents concerning provisions of radiation control laws and regulations. Prepares and reviews technical reports, and correspondences from inside and outside the Branch.
- 5% **Training and Development:** Participates in training courses as directed. Maintains individually assigned inspection equipment and participates in equipment evaluation as assigned.
- 5% **Collaboration and Emergency Preparedness:** Collaborates with other regulatory agencies,

providing technical assistance of average difficulty and complexity to local health departments, medical, and other technical staff personnel to identify and prevent radiation health hazards. Participates in emergency preparedness exercises and training. Assists in responding to radiological emergencies or incidents when directed.

Marginal Functions (including percentage of time)

5% **Other:** 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: 09/22/2026

DUTY STATEMENT

Employee Name: Vacant	Position Number: 580-630-3781-909
Classification: Junior Health Physicist	Tenure/Time Base: Permanent / Full-Time
Working Title: X-Ray Machine Inspector Trainee	Work Location: 1500 Capitol Ave, MS 7610 Sacramento, CA 95814
Collective Bargaining Unit: R10	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 / Inspection, Compliance & Enforcement Section, Radiation Machines, X-Ray Machine Inspection Unit, Region 3 Sacramento

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 ensuring that qualified individuals are using X-ray machines in a safe and appropriate manner through timely, high-quality inspections and investigations.

The Junior (Jr.) Health Physicist (HP) is the entry-level trainee position in the health physicist series. The Jr. HP learns and applies principles, practices, and techniques of radiation and health physics, radiation control regulations, and departmental policies and procedures to review and assist with

progressively more difficult and responsible tasks related to the X-Ray Machine Inspection Program, including compliance inspections, radiation safety, and staff work in support of these activities. The position emphasizes fieldwork operations from a state regional compliance office and the incumbent prepares for advancement by participating in on-the-job training and, where appropriate, academic education. The Jr. HP is provided with radiation detection and other equipment necessary to support assigned duties and is expected to use, transport, and care for this equipment.

The incumbent works under the close supervision of the Senior (Sr.) HP in the Inspection, Compliance, and Enforcement (ICE) Section, X-Ray Machine Inspection Unit, Region 3 Sacramento.

Special Requirements

- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☒ Medical Clearance
- ☒ Travel: Up to 80% travel is required, which may include overnight stays.
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

- 35% **Training and Development:** Participates in formal technical training courses offered by governmental agencies or private consulting firms, as well as on-the-job training provided by qualified staff. Accompanies journey-level or higher health physicists during off-site facility inspections to gain experience and perspective in radiation safety.
- 30% **Inspections and Investigations:** Under close supervision, the incumbent performs work of lesser difficulty and complexity, including learning and assisting in the review, planning, design, and handling of inspection and investigation of radiation machine users. Communicates orally and in writing with regulated and unregulated individuals, both internal and external to the CDPH, to ensure enforcement and compliance. Collaborates and assists journey-level or higher health physicists with reviewing corrective action plans to determine regulatory compliance, preparing less complex compliance reports post-inspection, and assisting in investigations related to incidents and allegations.
- 20% **Technical Assistance:** Learns about established guidelines and basic technical information related to regulatory requirements and Standards of Good Practice to provide information to medical, dental, and industrial users. Provides basic technical assistance to physicians, technologists, and other persons on the operation, proper usage, safety and quality assurance (QA) of radiation machines and associated instruments as related to compliance with applicable laws and regulations.

- 10% **Report Preparation and Submission:** Prepares simple reports and documents for review by a journey-level or higher health physicist related to escalated enforcement actions. Prepares and reviews less technical reports and correspondence, from internal and external to the Branch for QA. Provides technical assistance on less complex technical issues to local health departments, medical facilities, and other technical staff to identify and prevent the health hazards from radiation.

Marginal Functions (including percentage of time)

- 5% **Other:** Participates in peer review. 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: 09/22/2026