

DUTY STATEMENT

Employee Name: Vacant	Position Number: 580-630-3803-909
Classification: Associate Health Physicist	Tenure/Time Base: Permanent / Full-Time
Working Title: X-Ray Machine Inspector	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 Machines 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 Associate (Assoc.) Health Physicist (HP) performs the more difficult and complex health physicist work as a lead inspector in the X-Ray Inspection program. The incumbent applies principles of radiation and health physics, radiation control regulations, policies and procedures, and best practices to ensure the health and safety of workers, the public, and the environment. The position specializes in regulatory health physics (radiation safety) emphasizing fieldwork operations from a state regional compliance office. The Assoc. HP is provided with radiation detection and other equipment necessary to support their assigned duties and is expected to use, transport, and care for this equipment.

The incumbent works under the direction 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:** Leads, plans, designs, and conducts the most difficult and complex inspections, investigations, and examinations of allegations involving X-ray machine registrants in industrial, human clinical, and veterinary applications. Communicates orally and in writing with regulated and unregulated individuals, both internal and external to the Department, to ensure enforcement and compliance with radiation control laws and regulations. Reviews corrective actions to determine regulatory compliance and analyzes and finalizes reports. Participates in Quality Assurance (QA) audits at local and State levels. Assists in evaluating new technologies and equipment.
- 20% **Guidance and Consultation:** Leads, plans, designs, and conducts the most difficult and complex inspections, investigations, and examinations of allegations involving X-ray machine registrants in hospitals and radiation therapy departments. Communicates orally and in writing with regulated and unregulated individuals, both internal and external to the Department, to ensure enforcement and compliance with radiation control laws and regulations. Reviews corrective actions to determine regulatory compliance and analyzes and finalizes reports. Participates in QA audits at local and State levels. Assists in evaluating new technologies and equipment.
- 15% **Report Preparation and Submission:** Prepares reports and documents for escalated enforcement actions. Assists in preparing testimony, analysis, and legislative documents related to provisions of radiation control laws and regulations. Prepares and reviews technical reports and correspondence from inside and outside the Branch for QA.

- 10% **Inspections and Investigations (Dental):** Leads, plans, designs, and conducts the most difficult and complex inspections, investigations, and examinations of allegations involving X-ray machine registrants using X-ray equipment for dental applications. Communicates orally and in writing with regulated and unregulated individuals, both internal and external to the CDPH, to ensure enforcement and compliance with radiation control laws and regulations. Reviews corrective actions to determine regulatory compliance and analyzes and finalizes reports. Participates in QA audits at local and State levels.
- 5% **Training and Development:** Organizes and participates in training courses as directed and assists in formal or practical technical and non-technical training of HP staff. Participates in peer review on assigned projects, providing constructive criticism. Maintains individually assigned inspection equipment and participates in inspection equipment evaluation as directed.
- 5% **Collaboration:** Works with other regulatory agencies and X-ray registrants. Provides technical assistance to local health departments, medical, dental, and other X-ray users to identify and mitigate the health hazards from radiation.

Marginal Functions (including percentage of time)

- 5% **Other:** Participates in emergency preparedness exercises and training and responds to radiological emergencies or incidents. 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