

DUTY STATEMENT

Employee Name: Vacant	Position Number: 580-631-3803-909
Classification: Associate Health Physicist	Tenure/Time Base: Permanent / Full-Time
Working Title: Radioactive Materials Inspector	Work Location: 850 Marina Bay Parkway, Bldg. P, 1 st Floor Richmond, CA 94804
Collective Bargaining Unit: R10	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Environmental Health / Division of Radiation Safety & Environmental Management	Branch/Section/Unit: Radiologic Health Branch / Inspection, Compliance and Enforcement Section, Radioactive Materials Inspection Region 3 – Richmond

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 radioactive materials in a safe and appropriate manner through timely, high-quality inspections and investigations.

The Associate (Assoc.) Health Physicist (HP) serves as a lead inspector within the Radioactive Materials Unit, performing the more difficult and complex health physicist work. As a journey-level professional, the Assoc. HP applies advanced principles of radiation and health physics, as well as

radiation control standards, regulations, and inspection protocols pertaining to radioactive material licensees. The incumbent is provided with radiation detection and other specialized equipment necessary to support their assigned duties and is expected to properly use, transport, and maintain this equipment.

The incumbent works under the general direction of the Senior HP of the Inspection, Compliance, and Enforcement Section, Radioactive Materials, Radioactive Materials Unit, Richmond.

Special Requirements

- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☒ Medical Clearance
- ☒ Travel: Up to 60% 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 more difficult and complex inspections of radioactive materials licensees. Enforces radiation control laws and regulations. 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. Investigates radioactive materials incidents and allegations.
- 35% **Guidance and Consultation:** Provides guidelines to administrative and technical staff of hospital, medical center, academic, industrial, and specialized licensees, and applicants on use and regulatory aspects of radioactive materials. Provides technical consultation to physicians, technologists, and other persons on the operations, proper usage and maintenance of radiological instruments.
- 10% **Report Preparation and Submission:** Prepares reports and documents for escalated enforcement actions. Prepares 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 quality assurance.
- 5% **Emergency Response:** Participates in emergency preparedness exercises and training. Responds to radiological emergencies or incidents such as those involving nuclear power plants and transportation of radioactive materials. Evaluates the more complex radiation shielding and determines adequacy before and after construction. Supervises decontamination procedures in radiological accidents. Participates in peer review on assigned projects, including providing constructive criticism.
- 5% **Collaboration:** Works with other regulatory agencies. Provides technical assistance regarding complex technical issues to local health departments, medical, academic, industrial and other

technical staff to identify and mitigate the health hazards from radiation.

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: 09/24/2026