

**DUTY STATEMENT**

DFW 242A (REV. 07/18/22)

**Department Statement:**

*California is one of the most biodiverse places on the planet. As such, the Department of Fish and Wildlife (CDFW) values diverse employees working together to protect nature for all Californians. CDFW is committed to fostering an inclusive work environment where all backgrounds, cultures, and personal experiences can thrive and connect others to our critical mission.*

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| <b>INSTRUCTIONS:</b> A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242 | EFFECTIVE DATE |
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| DFW DIVISION/BRANCH/REGION/OFFICE<br>Admin-Organizational Development Branch | POSITION NUMBER (Agency-Unit-Class-Serial)<br>565-019-3855-001 |
| UNIT NAME AND LOCATION<br>Risk and Operations Management                     | CLASS TITLE<br>Assistant Industrial Hygienist                  |
| INCUMBENT                                                                    | CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)             |

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| BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS<br>Under the direction of the Supervisor I, Risk and Operations Management Unit (ROM), the incumbent will performs industrial hygiene work of average difficulty, function as a member of the ROM Health and Safety team, and with guidance from the Chief Health and Safety Officer (Associate Industrial Hygienist), provide industrial hygiene support to headquarters and regional/program management. |  |
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| PERCENTAGE OF TIME PERFORMING DUTIES | INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST. (USE THE REVERSE SIDE IF NECESSARY.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
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| 30%                                  | <b><u>ESSENTIAL FUNCTIONS:</u></b><br>Develop and maintain a regular schedule of in-person work site evaluations and conduct special site inspections as needed. Inspect, identify, evaluate, and report findings and recommendations on health and safety hazards in the workplace. Assist in the investigation of complaints of unhealthy working conditions. Prepare written reports of findings, maintain logs and records of inquiries and incidents, data analysis, and recommend methods to control hazards. Assist with investigation of adequacy of ventilation, exhaust equipment, noise, lighting and other conditions that may affect employee health, comfort, or efficiency and recommend measures to support employee health and safety. Provide industrial hygiene support to Department management and staff, and program Safety Officers and Safety Committees, on occupational health and safety issues. |
| 25%                                  | Develop and deliver formal and informal training to staff and supervisors to improve health and safety of department employees, and to reduce risk. Training may be classroom (instructor-led training), via webinars/video conference, or e-learning. Research and develop resources for staff and supervisors to support a healthy and safe workplace. Resources may include job aids, checklists, intranet content, or forms. Update, research, prepare, and maintain Department policies and practices related to the health and safety of department employees. Maintain or become certified as a first aid and cardiopulmonary resuscitation trainer (CPR) instructor. Deliver first aid/CPR training to Department staff, as-needed.                                                                                                                                                                                 |
| 20%                                  | As a member of the ROM team, assist in the administration of the Department's Illness and Injury Protection Program, including medical surveillance, respiratory protection, ergonomics, blood-borne pathogen, vaccinations, hearing conservation, hazard                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

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|                                             | communication, lead and asbestos management, hazardous waste management, confined space determinations, heat and cold stress precautions, personal protective equipment, laboratory chemical hygiene plans, safeguarding flammables and corrosives, zoonotic disease, water quality, mold, and lead assessments. Assist with the use of contracts for health and safety programs and services, such as medical surveillance and highly specialized industrial hygienist services. Ensure that the Department's policies and practices are in compliance with Title 8 of the California Code of Regulations Division 1. Department of Industrial Relations, Chapter 4. Division of Industrial Safety Subchapter, 7. General Industry Safety Orders. Assist in conducting field sampling and regular monitoring through the collecting, recording, analyzing, and interpreting of industrial hygiene data in accordance with Cal/OSHA regulations.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 10%                                         | Send Department-wide Health and Safety communications, including but not limited to a Health & Safety Newsletter, Regional notices, memos, and topic-specific advisories. Help maintain the ROM internal SharePoint page with current and accurate information. Make recommendations for improvements and updates as needed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 10%                                         | Maintain professional knowledge of Cal/OSHA requirements pending changes to related laws and regulations. Attend industrial hygiene continuous education training, seminars, conferences, and workshops. Review industrial hygiene related literature and federal and state government regulations pertaining to occupational safety and health standards.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 5%                                          | <p><b><u>NON-ESSENTIAL FUNCTIONS:</u></b></p> <p>Perform administrative tasks as appropriate to contribute to the achievement of ODB's goals and objectives.</p> <p><b>Knowledge of:</b><br/> Basic principles of industrial hygiene, environmental health, and State and Federal laws, rules, and regulations on the health of industrial workers; basic concepts of apparatus used to monitor and/or collect samples of substances for analysis.<br/> Public health and industrial hygiene principles and practices; one or more phases of biological, chemical, engineering, or toxicological factors, effects, and control measures; apparatus used to monitor and/or collect samples for analysis; methods, techniques, and practices used in determining and eliminating health hazards in industry.</p> <p><b>Ability to:</b><br/> Analyze situations accurately, derive recommendations, and take effective action; establish and maintain cooperative relations with those contacted in the course of the work; communicate effectively; prepare clear and concise reports. Prepare and deliver presentations to small and large groups.</p> <p>Collect and evaluate plant (site) findings and make recommendations for the elimination or control of hazardous conditions; function as a specialist in one or more phases of biological, chemical, engineering, or toxicological factor, and effects and control measures; interpret and apply industrial hygiene standards.</p> <p><b>Special Personal Characteristics:</b></p> |

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| <b>PERCENTAGE OF TIME PERFORMING DUTIES</b>                                                                                                                                                                                                                                                                | INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST. (USE THE REVERSE SIDE IF NECESSARY.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |             |
|                                                                                                                                                                                                                                                                                                            | <p><b>Interpersonal Skills:</b><br/>Ability to work in a team environment and establish and maintain cooperative relations with Department staff, stakeholders, vendors, and control agency representatives. Utilize tact and discretion in working with staff, vendors, and third parties on sensitive and confidential matters.</p> <p><b>WORKING CONDITIONS:</b><br/>Work performed by the incumbent occurs in an office environment and at other times the work will be at field sites such as Department field offices, industrial shops, laboratories, wildlife areas, fish hatcheries, and other facilities, or involving on- or off-road vehicles or watercraft. These sites have the potential for exposures to hazardous substances or environments and may involve working outdoors in rough terrain in a range of climatic conditions.</p> <p>Additionally, the incumbent may be required to utilize personal protective equipment (safety boots, protective suits, hearing protection, respiratory protection, safety eyewear, hard hat, cooling vests, gloves, etc.) in adverse weather conditions (rain, cold, snow, heat, humidity, fog). The incumbent must have the ability to utilize office equipment including, but not limited to: telephone, scanner, printer, copier, and/or personal computer.</p> <p>The incumbent is required to perform physical tasks such as driving, standing, lifting, bending, calibrating, walking, adjusting, stooping, kneeling, climbing and descending ladders and sloped terrain, hauling and carrying, sometimes in difficult conditions and situations. May be required to lift up to 35 pounds and must possess manual dexterity to calibrate and maintain field equipment. The incumbent is required to independently engage in field work which may require between 10% to 25% travel time annually for one or multiple-day trips.</p> |             |
| <b>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b>                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |             |
| <b>PRINT SUPERVISOR'S NAME</b>                                                                                                                                                                                                                                                                             | <b>SUPERVISOR'S SIGNATURE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>DATE</b> |
| <b>EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.</b><br><b>I HAVE READ AND UNDERSTAND THE DUTIES AND ESSENTIAL FUNCTIONS OF THE POSITION AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION.</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |             |
| <b>PRINT EMPLOYEE'S NAME</b>                                                                                                                                                                                                                                                                               | <b>EMPLOYEE'S SIGNATURE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>DATE</b> |