

DUTY STATEMENT

Employee Name: Vacant	Position Number: 580-630-3803-909
Classification: Associate Health Physicist	Tenure/Time Base: Permanent / Full-Time
Working Title: Associate Certification Health Physicist	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 / Certification Section / Certification Unit

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 reviewing and approving X-Ray school programs that educate the workforce in the administration of diagnostic, therapeutic, and fluoroscopic radiologic technology (RT).

The Associate (Assoc.) Health Physicist (HP) performs the more difficult and complex inspections of RT schools and affiliate clinical sites while applying knowledge of the RT Act under the California Health and Safety Code, applicable regulations in California Code of Regulations, Title 17, the Federal Food and Drug Administration Mammography Quality Standards Act, and Title 10, Code of Federal

Regulations, Part 20.

The incumbent works under the direction of the Senior (Sr.) HP of the Radiologic Health Branch (RHB) Certification Unit.

Special Requirements

- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☒ Medical Clearance
- ☒ Travel: 35%
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

- 35% **Education Application Review:** Analyzes and evaluates RT school and clinical affiliation applications for approval to teach RT to trainees and for trainee use of RT; drafts statewide RT school program guidelines for review by the Sr. HP; performs the lead role in inspections of RT schools and affiliated clinical training sites, including planning and organizing inspection activities, reviewing reports, licenses, and risk areas before inspections, serving as the primary facility contact, leading the inspection team, assigning tasks, and ensuring consistent application of inspection procedures; conducting the technical or higher-risk components of inspections; ensures compliance with regulatory requirements by reviewing records, observing practices, and interviewing staff; documents findings thoroughly, accurately, and in real time; identifies potential violations, determines their significance, and guides appropriate follow-up actions; mentors or supports junior inspectors by demonstrating proper inspection techniques and expectations; prepares, finalizes, and issues inspection reports; completes and files all inspection materials, documentation, and enforcement actions; conducts inspections of podiatrist offices for Limited Podiatric Radiologic Education Program authorizations; investigates RT complaints, incidents, and violations; and prepares correspondence and inspection reports to RT schools.
- 25% **Personal User Authorizations:** Analyzes and evaluates applications for personal authorization to use or supervise the use of X-rays, including fluoroscopy and therapy, on human beings, as well as applicant's education and training qualifications. Provides complex administrative and technical consultation to medical professionals and other individuals regarding certification requirements; coordinates with Certification Support staff to ensure smooth and accurate certification processing; analyzes and evaluates statewide certification examination problems to maintain exam quality, consistence, and compliance; evaluates current RT training and teaching resources and establishes practices to determine the evolving needs of RT students, instructors, and schools; and attends conventions and meetings regarding certification laws and regulatory requirements, presenting information as requested.
- 20% **Radiation Safety and Regulatory Guidance:** Maintains records and current knowledge of regulatory and legislative requirements for licensees; advises the supervisor of current and emerging advancements, issues, and legislation impacting the certification of individuals who

use X-ray-producing equipment or radioactive materials; recommends regulatory text, policies, procedures, and guides consistent with state and federal regulations; provides consultation to medical professionals, technical staff, and members of the public regarding radiation safety and state and federal requirements; maintains effective communication skills.

- 15% **Monitoring Regulatory Compliance:** Communicates necessary remedial actions to schools that are not in compliance with state and federal law; independently reviews and evaluates corrective action documentation; and recommends to the Sr. HP the suspension or revocation of school certifications, as applicable.

Marginal Functions (including percentage of time)

- 5% **Other:** Assists with and participates in the Radiologic Technologist Certification Committee's bi-annual meetings. 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: 10/06/2026