State of California
California Environmental Protection Agency
Office of Environmental Health Hazard Assessment

DUTY STATEMENT

☐CURRENT ☒PROPOSED

RPA Number: EXEC-002 FY 26-27	Classification Title: Supervisor I	Position Number: 811-110-4800-001
Incumbent Name:	Working Title: Community Policy and Program Specialist	Effective Date:
Tenure: Permanent	Time Base: Full Time	Intermittent Hours Per Month: N/A
Division/Office: Office of Environmental Health Hazard Assessment	Section/Unit: Office of Environmental Health Education, Community Engagement, and Cumulative Impacts Science (OECC)	Reporting Location: Sacramento or Oakland
Supervisor ’s Name: Paula Torrado Plazas	Supervisor’s Classification: Environmental Program Manager (Supervisory)	CBID: S01
Confidential Designation: ☐YES ☒NO	Designated Position for Conflict of Interest: ☒YES ☐NO	Position Telework Eligible: ☒YES ☐NO
Supervision Exercised: ☒None ☐Lead ☐Managerial ☐Supervisory		

Human Resources Use Only	
HR Analyst Approval:	**Date:**

General Statement

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) 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 department policies and procedures regarding attendance, leave, and conduct.

Position Description

The Office of Environmental Health Education, Community Engagement, and Cumulative Impacts Science (OECC), as part of the Executive Office, works to ensure that OEHHA's approach to assessing health risks from environmental contaminants is inclusive and effective. The Office does this by promoting: 1) science that centers the lived experiences of disproportionately burdened California communities and Tribes through direct engagement to ensure they are proactively included in scientific decision making and program design; and 2) scientific assessments that address cumulative impacts from both chemical and social stressors and incorporate community lived experiences and Tribal Ecological Knowledge. This office aims to build trust with communities and Tribes to strengthen OEHHA's science. The OECC provides scientific support, community outreach, and technical assistance to entities within the California Environmental Protection Agency, other State and local programs, community organizations, and tribal nations, particularly focusing on the intersections of community health and participatory science.

Under the direction of the OECC Program Director, the Supervisor I provides highly skilled consultation to OEHHA and the California Environmental Protection Agency (CalEPA) on public health projects that promote environmental justice; manages grants and contracts; performs complex analyses; collaborates with environmental justice liaisons at CalEPA's Boards, Departments, and Offices (BDOs); and coordinates, develops, and tracks implementation of OEHHA's Racial Equity and Environmental Justice (REEJ) initiatives. Supervisor I performs the following duties and related work:

Essential Functions (Including percentage of time)

25% **Policy and Community Program Implementation**

Provide high-level administrative and policy support to CalEPA's Deputy Secretary for Environmental Justice and Equity and the Deputy Secretary for Intergovernmental Relations. Consults with the Secretary for Environmental Protection and their Administration on complex and sensitive policy matters and community concerns, particularly around equity, environmental justice, tribal, and border issues that require coordination across CalEPA BDOs.

Conduct i analysis of environmental policy issues. Recommend and implement strategic policies and procedures to address diverse environmental issues, particularly the sensitive priority issues for the Border, Environmental Justice, Equity, and Tribal (BEET) unit.

Design and implement procedures and guidance to streamline and improve CalEPA and interagency operations, including but not limited to providing consultation for CalEPA's internal racial equity initiatives, CalEPA and BDO community science guidance and implementation plans, best practices on funding community projects, grantmaking, and working with community groups, tribes, and youth groups.

Assist on various CalEPA internal and external priority meetings and deliberative groups, including but not limited to the BDO EJ Liaison meetings, Strategic Growth Council, Racial Equity Workgroup meetings, and California Environmental Youth Advisory Council meetings. Activities include but are not limited to maintaining communication channels with meeting participants, coordinating cross-agency communication, supporting relationship-building between different stakeholder groups and taking lead on coordinating meeting logistics.

25% **Contract Management**

Co-design and manage grantee contracts from OEHHA and CalEPA's environmental justice, community science, and equity programs. Evaluate the progress of contracts to ensure timelines are met. Review the contract deliverables and ensure the contractor stays in compliance with contract terms and conditions. Participate in the review and approval of contractor invoices to ensure accurate payment and delivery of work products while ensuring contractors stay within budget.

15% **Grant Management**

Develop, manage, and coordinate internally and externally the CalEPA Environmental Justice Action Grants Program. Manage the activities of the Environmental Justice Small Grants Program, including tracking grant agreements, communications, deliverables, reports, budgets, and payments.

15% **Interagency and OEHHA Coordination on REEJ Implementation**

With the OECC Program director, coordinate and facilitate communication across OEHHA divisions to ensure the integration of Racial Equity and Environmental Justice (REEJ) principles in all programs. Lead the planning and coordination of reports, tracking mechanisms, and progress updates related to REEJ implementation. Develop and manage initiatives and measures to assess REEJ progress OEHHA-wide. Serve as a

liaison between the OEHHA, CalEPA, and other BDOs to align efforts, share best practices, and advance equity-focused objectives across.

10% **Development and Tracking of OEHHA's REEJ Initiatives**

Independently develop initiatives that advance inclusive, community-centered, and culturally relevant science within OEHHA programs and work of the OECC program director to develop an implementation plan. Coordinate and manage projects across OEHHA that promote participatory research, public health education, and meaningful engagement with Tribes and communities disproportionately burdened by environmental harm. Establish evaluation frameworks to measure REEJ implementation outcomes and identify opportunities for improvement. Collaborate with internal and external partners to ensure that OEHHA's scientific assessments reflect lived experiences, cumulative impacts, and local knowledge, supporting equitable health protection.

5% **Collaborations**

Coordinate internal OEHHA REEJ communications and external communication work products with CalEPA Environmental Justice Liaisons and Tribal Liaisons from each of CalEPA's BDOs. Support outreach to and closely interact and collaborate with a range of internal staff and external stakeholders.

Marginal Functions (Including percentage of time)

5% Attend Racial Equity and Environmental Justice (REEJ)-related trainings and activities. Trainings include building skills to enhance OEHHA's outreach through improving science communication with both written material and oral presentations. Participate in workgroups to support REEJ practices.

Typical Physical Conditions/Demands

The job requires extensive use of a personal computer and the ability to sit/stand at desk, utilize a phone, and type on a keyboard for extended periods of time. Ability to lift 15 pounds, bend and reach above shoulders to retrieve files and/or documents.

Typical Working Conditions

OEHHA has a hybrid work environment that includes work in an office setting in a high-rise building and telework at home. Office work is done in a high-rise building in the Sacramento or Oakland office. Workload partly entails various time-critical assignments. Review of scientific articles, reports, and generating scientific documents and reports may require prolonged sitting. Use of office equipment

requires repetitive motion. Meetings and teleconferences sometimes occur off-site. May be required to travel to other OEHHA locations for business related needs as necessary.

Special Requirements of Position (Check all that apply)

☐ Duties performed may require pre-employment and/ or routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.).

☐ Duties require participation in the DMV Pull Notice Program.

☐ Performs other duties requiring high physical demand. (Explain below)

☐ Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles.

☐ Other (Explain below)

Explanation:

Supervisor Statement

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this

Supervisor Name	Supervisor Signature	Date

Employee Statement

I have discussed these duties with my supervisor and have been provided a copy of this duty statement. I certify I have read, understand, and can perform the duties of this position either with or without reasonable accommodation*.

**A Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity. (If you believe reasonable accommodation is necessary, check yes. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

Do you need a reasonable accommodation to perform the essential functions of this position?

☐**YES** ☐**NO**

Employee Name	Employee Signature	Date