DUTY STATEMENT

☒CURRENT ☐PROPOSED

RPA Number:	Classification/CBID: **Environmental Scientist/R10**	Position Number: **810-200-0762-XXX**
Incumbent Name:	Working Title:	Effective Date:
Tenure: **Permanent**	Time Base: **Full-Time**	Intermittent Hours Per Month:
Division/Office: **Executive Office**	Section/Unit: **Director's Office**	Reporting Location: **Headquarters – Sacramento**
Supervisor's Name: **Grant Hisao**	Supervisor's Classification: **Environmental Program Manager I (Supervisory)**	Position Telework Eligible: ☒YES ☐NO
Confidential Designation: ☐YES ☒NO	Designated Position for COI: ☒YES ☐NO	Position Designated Bilingual: ☐YES ☒NO
Supervision Exercised: ☒None ☐Lead ☐Managerial ☐Supervisory		

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.

Equity Statement

The Department of Toxic Substances Control (DTSC) values diversity, equity, and inclusion throughout the organization. We foster an environment where employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. We believe the diversity of our employees is essential to inspiring innovative solutions. Together we further our mission to protect California's people and environment from harmful effects of toxic substances by restoring contaminated resources, enforcing hazardous waste laws, reducing hazardous waste generation, and encouraging the manufacture of chemically safer products.

Position Description

Under close supervision (Range A), or general supervision (Range B) or general direction (Range C) by the Environmental Program Manager I, Chief of Staff, the Environmental Scientist is responsible for providing technical expertise and science communication assistance in rulemaking packages related to the oversight of hazardous waste management activities, site mitigation activities, and chemicals in consumer products.

Essential Functions (Including percentage of time):

40%	**Regulatory Review** Serve as a first line reviewer of rulemaking packages to ensure packages are complete and compliant with the Administrative Procedures Act. Assists the office in tracking regulation

	packages submitted by programs and maintaining coordination between different offices (e.g., core programs, Office of Legal Counsel, Office of Financial Planning) to facilitate the review process. Assists in training new staff throughout the department on rulemaking procedures and providing guidance to program staff developing regulation packages. Collaborate with the Office of Environmental Equity, Office of Legislative Affairs, and the Office of Communications on communication to regarding controversial rulemaking packages.
30%	**Science Policy and Special Projects** Develops in-depth scientific understanding of DTSC's core programs to provide an assessment of proposed regulations in context of the department's mission and programmatic mandates. Research scientific policy issues at the nexus of legislation and regulation development, prepares written recommendations to the Director, Chief Deputy Director, and Chief of Staff to consider complex issues. Prepares written documentation including executive summaries, issue papers, technical reports and memos, as appropriate, to convey research findings, conclusions, and recommendations to support policy development, evaluation, and decision making.
20%	**Information Management** Assist the Chief of Staff and the Director's Office in compiling information for reports and updates to the Director and Chief Deputy Director (e.g., Week Ahead Reports, Deputies Reports). Responds to BES inquires and assist in the tracking of Director's Priorities and metrics to provide updates to BES.. Assist in the strategic plan governance.
5%	**Administrative Duties** Performs administrative duties including, but not limited to adheres to Department policies, rules, and procedures; submits administrative requests including leave, overtime, travel, and training in a timely and appropriate manner; accurately reports time in the Daily Log system and submits timesheets by the due date.

Marginal Functions (Including percentage of time):

5%	**Other Related Duties** Performs additional duties that are necessary to support and sustain office functions. This may include, but is not limited to, special projects, cross-training in other units, and peer mentoring.

Consequences of Error: (if applicable)

The Environmental Scientist reports directly to and receives the majority of assignments from the Chief of Staff. This position does not supervise; however, the incumbent may provide guidance and information for the purpose of decision making and response to staff at multiple levels including members of the DTSC leadership and executive team. The Environmental Scientist has regular contact with DTSC management and staff. The Environmental Scientist has frequent contact with external entities including the public, internal and external stakeholders. Failure to effectively perform the duties of the position could compromise the Department's legal position and result in incorrect or incomplete information disseminated to executive office staff, management and staff, and the inability of the Department to meet goals or objectives.

Typical Physical Conditions/Demands:

The Senior Environmental Scientist (Specialist) works in a high-rise office building with artificial light and temperature control. Some travel may be required.

Typical Working Conditions:

Works in multi-story building, in a cubicle office setting using a variety of office equipment, e.g., computers, telephones, copiers, etc., with artificial light and temperature control, and attends meetings in similar settings. On an as-needed basis, work outside normal work hours, including evenings and weekends, may be required. A telework schedule may be available (the incumbent will be expected to be available through various platforms throughout the day to communicate on work related activities). The work schedule is Monday through Friday. Travel may be required locally and within the state. If travel is required, it will be by commercial carrier or auto, whichever method is in the best interest of the State. This position will have daily contact with DTSC staff, external state, and federal agencies, and local government representatives, and the public either in person, via email/telephone, or videoconferencing.

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 duty statement.

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

HUMAN RESOURCES BRANCH USE ONLY:

☒ Duties meet class specifications and allocation guidelines.

☐ Exceptional allocation, STD 625 on file.

Analyst initials: PX Date Approved: 11/5/2025

Revision Date (if applicable): Click or tap to enter a date.