DUTY STATEMENT

Employee Name: **Vacant**	Position Number: **580-632-3802-004**
Classification: Senior Health Physicist	Tenure/Time Base: Permanent / Full-Time
Working Title: Supervising X-Ray Physicist	Work Location: 500 S. Kraemer Blvd., Ste. 225, Brea, CA 92821
Collective Bargaining Unit: S10	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, Radiation Machines / X-Ray Machine Inspection Region 5 – Brea

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 directing the activities of a regional X-Ray Machine Inspection, Compliance and Enforcement (ICE) program to ensure that qualified individuals are using X-ray machines in a safe and appropriate manner.

The Senior (Sr.) Health Physicist (HP) is the first supervisory level within the HP series. The incumbent oversees the X-ray Machine Inspection Program by planning and coordinating inspection activities and leading its technical and administrative quality control and assurance efforts. Additionally, the Sr. HP provides high-level consultation to management on program's technical and administrative aspects to improve operational efficiency. The Sr. HP develops the unit's workplans, assesses training needs, develops staff skills, solves complex technical problems, builds collaborative relationships with stakeholders, and fosters an inclusive work environment. The Sr. HP creates an open and transparent environment that encourages team communication and promotes customer service and accountability.

The Sr. HP works under the general direction of the Supervising (Sup.) HP of the ICE Section, Radiation Machines.

Special Requirements

- ☒ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☒ Medical Clearance
- ☒ Travel: Up to 80% 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)

30% **Oversight:** Provides supervisory oversight of radiation dose inspection screening activities within the X-ray Machine Inspection Program of the Radiologic Health Branch (RHB). Plans, organizes, and directs inspections in accordance with RHB guidelines and regulatory requirements. Reviews inspection data related to the use of radiation machines, evaluates registrants for compliance with regulations, and assesses health and safety criteria. Reviews inspection methods and documentation to evaluate the work performance of X-ray Machine Inspection Program inspectors. Makes recommendations and provides support for prompt escalated enforcement actions to stop or prevent improper use of radiation machines.

25% **Inspection Tracking:** Develops and maintains electronic systems for recording inspection and investigation data. Interprets inspection and investigation findings, identifies correlations as applicable, and reports these activities to the Sup. HP through the Section's shared database. Ensures that correspondence to registrants and others complies with administrative and quality standards and guidelines. Monitors X-ray Machine inspection and technical investigation activities to ensure timely completion.

20% **Personnel Management:** Conducts all aspects of personnel management for unit staff who directly report to the position, including establishing program and team goals and meeting with staff to ensure those goals are achieved. Allocates personnel to meet project and operational objectives and develops and approves work schedules that align with organizational needs. Monitors workflows, personnel, and work products, and adjusts personnel and resources as necessary to complete unit tasks and projects on time. Mediates conflicts and disagreements and addresses interpersonal issues promptly and professionally. Plans staff training and development; ensures staff complete all required personnel and job-related training courses. Sets performance expectations, completes Performance Appraisals, utilizes Probationary Reports and/or Individual Development Plans as tools for staff training and development, and conveys expectations through written and verbal communication. Monitors employee performance and follows up to ensure that performance expectations are met. Participates in the recruitment and hiring of unit staff. Addresses employee complaints and grievances and recommends or takes appropriate action. Ensures the unit delivers excellent customer service and responds to complaints and inquiries in a professional and timely manner.

10% **Senior Leadership Recommendations:** Assists in developing radiation control rules, regulations, guidelines, best practices, and policy statements related to compliance activities for RHB and contract agencies, and prepares recommendations for the Sup. HP.

5% **Procedures:** Plans and organizes procedures and operations for addressing potential X-ray machine incidents and directs field operations to obviate health hazards caused by radiation incidents. Interprets and correlates findings, technical investigations, and studies from other disciplines as they relate to health physics aspects of incident response.

5% **Stakeholder Support:** Consults and partners with technical and scientific staff of universities, appropriate state offices, the Food and Drug Administration, and other organizations regarding radiological health matters. Provides technical assistance to state and local agency personnel, medical, research, and industrial radiation users. Prepares and reviews technical reports, presents to lay and professional groups, and responds to inquiries from state officials, agencies, the public, and corporations regarding technical and general information regarding radiation machines, including their uses, benefits, hazards, and regulations.

Marginal Functions (including percentage of time)

5% **Other:** Participates in emergency preparedness and response exercises related to nuclear power plant incidents resulting from the release and dispersal of radioactive materials. Attends conferences, seminars, and training sessions to maintain a high level of knowledge in X-ray machine use, regulation, and best practices; serves as the Section Chief as requested; and performs other 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: 11/04/2026