DUTY STATEMENT

Employee Name: **Vacant**	Position Number: **580-630-9927-909**
Classification: Program Technician	Tenure/Time Base: Permanent / Full-Time
Working Title: Licensing Support Technician	Work Location: 1500 Capitol Ave, MS 7610 Sacramento, CA 95814
Collective Bargaining Unit: R04	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 / Radioactive Materials Licensing Section / Special Projects and Support 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 providing office support for the Radioactive Materials Licensing (RML) Section of the Radiologic Health Branch (RHB).

The Program Technician learns and performs increasingly difficult semitechnical duties, such as processing incoming and outgoing correspondence for the RML Section, issuing form letters to acknowledge receipt of new radioactive materials license applications and renewal applications, distributing copies of radioactive materials licenses, updating the RML databases, and preparing daily

payment deposits to send to the Accounting Office.

The incumbent, as a trainee, works under the close supervision of the Supervisor I of the RML Section, Special Projects and Support Unit.

Special Requirements

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

Essential Functions (including percentage of time)

40% **Correspondence Tracking and Response:** Reviews and evaluates incoming mail and email from applicants regarding radioactive materials licenses for the possession and use of radioactive materials to assign and distribute them to licensing units according to RML Section and RHB policies and guidelines. These correspondences include requests for new licenses, amendments, renewals, terminations, financial assurances, sealed source and device evaluations, and bankruptcy notifications. Enters correspondence data into RML databases. Sends form letters by mail or email to applicants to acknowledge receipt of new radioactive material license applications and renewal applications.

35% **Correspondence Processing:** Processes physical and electronic outgoing correspondence received from RHB health physicists and other Section staff, including issued radioactive materials licenses, requests for information, updates, and other licensing correspondence generated by the health physicists. For physical mailings, receives letters and licenses from Section staff, reviews the documents and available mailing information for completeness, places the documents into the appropriate mailing envelopes, and delivers the completed envelopes to the Branch outgoing-mail box. Creates and prints mailing labels using a computer, printer, and designated label paper and affixes the labels to the appropriate envelopes. For electronic correspondence, uses the Section's shared email mailbox to send licensing correspondence to the appropriate intended constituents. Distributes electronic and physical copies of radioactive materials licenses and corresponding in-house files. Returns RML files to file room. Issues correspondence control sheets for assigned work and distributes correspondence as appropriate. Contacts RHB health physicists, management, regional offices, RHB and county inspectors, and the public for guidance, clarification, and problem resolution regarding information maintained in the RML databases. Updates the RML databases periodically with control sheets generated or as directed.

20% **Accounting Assistance:** Manually processes and enters RML license fees and payment information into the RML database to update and maintain accurate records. Reviews payment documentation for completeness and verifies payment amounts, license information, and supporting records before entry. Prepares daily payment deposits for submission to the Accounting Office in accordance with established accounting policies, procedures, and

deadlines. Corresponds with stakeholders and licensees to notify them of payments rejected by the Accounting Office, explains and requests corrections or additional information needed.

Marginal Functions (including percentage of time)

5% **Other:** Performs other work-related duties as assigned.

☐ 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: 11/05/2026