DUTY STATEMENT

Employee Name: **Vacant**	Position Number: **580-630-0769-001**
Classification: Environmental Program Manager II	Tenure/Time Base: Permanent/ Full-Time
Working Title: Chief, Radiologic Health Branch	Work Location: 1500 Capitol Avenue Sacramento, CA 95814
Collective Bargaining Unit: M10	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

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 protecting and improving the health of all California residents through planning, organizing, and managing Radiologic Health Branch (RHB) programs.

The Environmental Program Manager II serves as the RHB Chief, providing management and leadership for RHB's statewide radiologic health programs, supervising a highly technical, multidisciplinary staff that develops innovative, technical and scientific solutions and implements multiple regulatory and compliance-focused radiologic health programs. These programs include, but

are not limited to, the inspection, compliance, and enforcement of radioactive materials and radiation machines, as well as the licensing, registration, and certification of individuals who use them. The incumbent plans, organizes, and directs RHB's program activities and must interface effectively with officials at all levels of federal, state, and local government; other public- and private-interest groups; and the regulated public.

The incumbent works under the general direction of the Division of Radiation Safety and Environmental Management (DRSEM) Chief.

Special Requirements

- ☒ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: Up to 10% to attend meetings with local, state, or federal agencies, which may require overnight stays
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

35% **Program Management:** Provides overall programmatic and scientific leadership, policy development, and implementation required to plan, organize, manage and administer RHB's statewide radiologic health and environmental monitoring programs. These programs include licensing, inspection, compliance, and enforcement of radioactive materials; registration and inspection of radiation-producing machines; certification of doctors, radiologic technologists, and nuclear medicine technologists; development and implementation of low-level radioactive waste policy; implementation of terrorist threat reduction measures involving lost or stolen radioactive sources; statewide plume monitoring of accidental releases from radioactive material licensees, nuclear power plants, and weapons of mass destruction; and emergency planning and readiness. These programs require the ongoing development of statewide standards, regulations, and policies for continued implementation. As a member of the Division management team, the incumbent evaluates complex policy issues and provides guidance and expertise on the most critical public health matters involving health physics.

25% **Policy Development, Review and Coordination:** Plans, coordinates, and interprets radiologic health issues, policies, and standards of the CDPH and other state and federal agencies including the U.S. Nuclear Regulatory Commission (NRC), U.S. Department of Defense (DoD), Environmental Protection Agency, and the Department of Toxic Substances Control. Evaluates radiologic health issues of the highest complexity, sensitivity, and policy impact. Evaluates and approves environmental assessments and remediation and redevelopment plans for reuse of former DoD sites being returned to public use as well as plans for the remediating licensed radioactive materials sites. Serves as the authorized CDPH representative to draw on financial instruments designated for decommissioning major facilities involved in research, manufacture, and distribution of radioactive pharmaceuticals. Advises DRSEM and makes recommendations on regulatory proposals, legislative concepts,

and other emerging health trends. Oversees the preparation of responses to internal and external inquiries, including media inquiries and reports, and coordinates communications on radiologic health and scientific matters.

20% **Stakeholder Engagement and Representation:** Coordinates the Branch's involvement with the Office of Homeland Security and other federal agencies. Leads the Branch in developing and implementing the Emergency Preparedness and Response Plan in coordination with the Center for Environmental Health Emergency Preparedness Program and CDPH's internal and external partners. Represents the Branch at policy, program, and public meetings. Serves as the Department's liaison, coordinator, and spokesperson on radiologic health matters to other government agencies, universities, industry groups, and research centers. Makes presentations at state and national radiologic forums and meetings and represents the California Radiologic Health Program in the Organization of Agreement States (NRC) and other radiologic health, scientific, and regulatory entities.

15% **Program Review and Evaluation:** Reviews and evaluates staff work products and services for adherence to policies, rules, and procedures. Motivates and engages staff to work collaboratively toward program goals and objectives. Directs, counsels, and evaluates multidisciplinary staff. Completes staff performance appraisals and takes appropriate corrective actions as necessary. Prepares and reviews correspondence and scientific documents. Oversees staff recruitment and training. Evaluates licensing, registration, certification, inspection, enforcement, and environmental surveillance programs to determine their effectiveness in controlling and preventing unnecessary radiation exposure to workers and the public while ensuring the safe use of radioactive materials and X-ray producing machines. Evaluates current environmental assessment policy to detect radiation hazards associated with the statewide use, disposal, and transportation of radioactive materials. Manages RHB's finances in collaboration with the Financial Operations & Analysis Section, including budgets, revenue, expenditures, balances, reimbursements, projections, budget change proposals, grants, procurements, and contracts. Manages RHB's resources and reports unresolved conflicts and the impacts of budget and staffing adjustments to the DRSEM for discussion and action. Collaborates with CDPH's Information Technology Services Division to develop, improve, and modernize RHB databases and technology solutions that support Branch operations, data integrity, reporting, and regulatory activities.

Marginal Functions (including percentage of time)

5% **Other:** Addresses interested groups on radiologic health. Provides presentations at community meetings regarding public health concerns related to environmental radiologic contamination or hazards. 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: 11/09/2026