DUTY STATEMENT

Employee Name: **Vacant**	Position Number: **580-630-3801-001**
Classification: Supervising Health Physicist	Tenure/Time Base: Permanent / Full-Time
Working Title: Section Chief, Inspection, Compliance & Enforcement (Radioactive Materials) Section	Work Location: 1500 Capitol Ave, Sacramento, CA 95814
Collective Bargaining Unit: S10	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 / Inspection, Compliance & Enforcement Section, Radioactive Materials

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 the Inspection, Compliance & Enforcement Section, Radioactive Materials, implementing inspection programs and compliance and enforcement actions that ensure qualified individuals use radioactive materials in a safe and appropriate manner, consistent with state law and federal standards.

The Supervising (Sup.) Health Physicist (HP) plans, organizes, directs, and evaluates the statewide radioactive materials program. The incumbent supervises staff in the Radiological Assessment Unit and Radioactive Materials Inspection Units, with field locations in Northern California (Richmond) and Southern California (Brea). The incumbent also oversees service contracts with Los Angeles and San Diego counties for the implementation and administration of radioactive materials programs within those areas. The Sup. HP is responsible for the regulatory oversight of radioactive materials primarily regulated under the agreement with the Nuclear Regulatory Commission (NRC). Responsibilities include the development, coordination, implementation and evaluation of inspection programs, as well as ensuring enforcement actions remain consistent with California state law and NRC standards.

This position represents the Radiologic Health Branch (RHB) in coordinating emergency response planning and activities with the California Office of Emergency Services, California Energy Commission, California National Guard units, local and county fire chiefs and emergency planners.

The incumbent works under the general direction of the Environmental Program Manager II, RHB Chief.

Special Requirements

- ☒ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☒ Medical Clearance
- ☒ Travel: 10% travel is required, 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% **Inspection Program Direction:** Plans, organizes, directs, and evaluates statewide radioactive materials inspection, compliance, and enforcement programs to ensure that staff consistently apply all relevant radiation safety laws, regulations, and policies in a timely and appropriate manner; establishes and maintains inspection criteria, procedures, and program guidance consistent with state and federal standards and laws; oversees radioactive materials enforcement actions to ensure regulatory consistency and appropriateness; provides direction on the investigations and resolution of the most technically challenging radiological material accidents or incidents with significant public health and safety implications; coordinates directly with federal and state regulatory partners to address policy issues; evaluates and resolves complex technical and administrative matters; provides leadership and guidance to program staff providing technical consultation to physicians, technologists, and internal and external staff on the operation, proper use, and maintenance of radiological instruments.

25% **Field Operation Oversight:** Directs the radioactive material field inspections and reviews, evaluates, and resolves unusually complex technical and administrative problems related to radioactive material license suspensions, revocations, or denials for entities such as large hospitals or universities; meets with responsible parties to resolve the most complicated non-compliance issues; directs the preparation and reviews of technical reports, staff work deliverables, and correspondence for regulatory consistency and quality assurance; and reviews testimony analyses and legislative documents concerning provisions of radiation control laws and regulations. Provides directions and supervision of staff including personnel and staff training, contractual, and other administrative matters pertaining to the operation of the Section. Counsels staff and takes appropriate corrective actions as necessary.

15% **External Coordination:** Coordinates, oversees, and reviews the radioactive materials inspection, enforcement, and compliance activities through the service contracts with San Diego and Los Angeles counties to ensure that the radioactive materials program, including inspections, compliance, and enforcement is consistent with state law and federal standards; coordinates and oversees communications with local district attorneys regarding escalated enforcement efforts in county program areas; and coordinates with the Department's Office of Legal Services to advise on state and federal law compliance issues.

10% **Emergency Response:** Coordinates all radioactive material emergency planning and responses for RHB in cooperation with the Office of Emergency Services, California National Guard units, local and county fire chiefs, and county and local emergency planners to ensure radiation contamination is avoided or controlled; ensures appropriate resources are assigned to respond to emergencies involving radioactive materials; develops radioactive material emergency response guidelines consistent with federal and state guidelines. Ensures rapid response to report emergencies involving radioactive materials. Leads and participates in emergency preparedness exercises and training. Responds to radiological emergencies or incidents such as those involving nuclear power plants and transportation of radioactive materials.

10% **Technical Consultation and Program Oversight:** Provides managerial-level technical review, policy interpretation, and consultation on complex matters involving the sampling, surveying, handling, transportation, disposal, and contamination of radiological or radioactive materials. Evaluates and resolves highly complex technical and regulatory issues, ensures consistency in regulatory decision-making, and provides guidance to staff, governmental agencies, licensees, and other stakeholders.

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: 11/10/2026