DUTY STATEMENT

☒CURRENT ☐PROPOSED

RPA Number:	Classification/CBID: **Analyst II**	Position Number: **810-714-5393-005**
Incumbent Name:	Working Title: **Public Participation Specialist**	Effective Date:
Tenure: **Permanent**	Time Base: **Full-Time**	Intermittent Hours Per Month:
Program/Division: **Office of Environmental Equity**	Branch/Section/Unit: **Cypress / Public Participation / CVCI**	Reporting Location: **Cypress**
Supervisor's Name: **Vivian Huynh**	Supervisor's Classification: **Supervisor I**	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) 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 the direction of the Office of Environmental Equity (OEE) Supervisor I, the Analyst II performs public participation outreach and engagement activities overseen by the Department of Toxic Substances Control (DTSC). The Analyst II serves as primary liaison between DTSC and community residents, businesses, non-governmental organizations, other governmental agencies, federal, state and local elected officials. The Analyst II independently provides support for community relations, facilitating effective communication, resolving conflict, and developing and implementing communication strategies related to DTSC CVCI and core programs including, Site Mitigation and Restoration Program (SMRP), Hazardous Waste Management Program (HWMP), Safer Consumer Products (SCP), Office of Legislation Review (OLR) and Office of Communications, and public outreach and engagement. Specific duties include, but are not limited to the following:

Essential Functions (Including percentage of time):	
35%	**OEE/CVCI Outreach Efforts** Serves as primary contact for implementation and progress of CVCI projects in the Southern California regions. Provides public participation support for the components of CVCI: Discovery & Enforcement (D&E), Equitable Community Revitalization Grants (ECRG), Workforce Development (WFD), Technical Assistance Grant (TAG), Community Benefits Agreement (CBA), Orphan Sites, and overall OEE program support. Coordinates communication and outreach efforts with stakeholders such as local, state and federal elected officials' offices, DTSC team members at all levels, environmental justice groups, community-based organizations, residents, businesses, and community members. Facilitates effective and timely communications between the public and the Department. Works with OLR to address concerns and questions from local, state, and federal elected officials and their constituents in a timely manner. Coordinates and facilitates meetings, hearings, workshops, community open houses and other public outreach and engagement events. Assists the Office of Communication with coordinating social media, press releases, and website updates for CVCI initiatives with the DTSC Communication team and core programs. Ensures community members and stakeholders have opportunity to participate in DTSC decision making processes; represents the Department at public forums (e.g., internal and external meetings, webinars, outreach events, workshops, town halls). Communicates project status to residents, businesses, and community members in coordination with DTSC's core programs . Stays abreast of DTSC core programs and OEE procedures, policies, and statutory mandates to effectively respond to inquiries in order to ensure compliance with mandated State and Federal requirements . Analyzes and provides recommendations to project teams to address issues that might result in delays with the project or other potential risks to navigate unexpected changes within established timelines. This includes, but may not be limited to the following activities researching and analyzing community demographics to identify and develop an understanding of community informational needs; conducting field/site visits to conduct community assessments and obtain information on site specific remediation activities to communicate to impacted communities based on each community preference; performing outreach in response to community surveys; researching and analyzing demographic data from surveys to understand community needs to develop complex outreach strategies and communication plans; producing, reviewing, editing, and distributing written communication tools, including community surveys, community notices/fact sheets, public notices, public participation plans, community profiles, work notices, response to comment documents, and other internal or external communication documents. Assesses and coordinates translation and interpretive service needs based on demographic data received. Completes service request documents to utilize DTSC contracts for document translation, interpretive services, and public notice publication. Coordinates with responsible party consultants to identify and ensure appropriate outreach to limited English speaking community members.
25%	**OEE Team Responsibilities and Communication** Functions as a member of the DTSC core program workgroups and the OEE Public Outreach and Engagement Program. Contributes to the programs with involvement in delivering and designing program communication components (i.e., PowerPoint presentations, scripts, webinars, etc.), project management, and participating in departmental strategic teams. Offers consultation, recommendation, and advice for appropriate public outreach and communication strategies to support the Department's goals and objectives. May work with DTSC's contractors and may lead project planning and implementation of tool development with contractors. Performs an analysis on the collected technical data from OEE and core program components to ensure internal and external stakeholders receive comprehensive technical

	information in plain language using tools such as email, department website, social media, and marketing materials. Creates, edits, and distributes documents in plain language using tools such as Microsoft Office, Adobe, Canva, AI, etc. Provides facilitation services by serving as a moderator/host for meetings/workshops (in person or virtual); preparing PowerPoint presentations, handouts, and marketing materials; notifies stakeholders via mailing list or blast; provides background technical support of virtual meeting facilitation using conferencing tools such as Zoom and MS Teams.
15%	**OEE Engagement and Analysis** Seeks opportunities for adapting or modifying approaches to ensure the public is informed and provided with opportunities to participate in an effort to ensure communities are receiving accurate information as part of engagement and analysis . Ensures data collected from community contracts is appropriately placed into organizational management databases to ensure the department responses timely to community concerns and informs residents of the status of the departmental project(s) work. Supports assigned OEE Supervisor I and OEE management with evaluating emerging trends within communities and the tools that most effectively engage and inform those communities impacted by DTSC's decisions. Works collaboratively and independently to identify effective communication channels, networks, or tools that enhance communication and participation. Identifies ineffective or outdated approaches, makes recommendations for change and best management practices, and where appropriate, collaborates with OEE management and/or DTSC Core program project managers to implement change. Travels to and participates in public meetings (e.g., workshops, seminars, town halls, local government), performs complex communication and public participation activities.
10%	**Training Development** Develops and implements training for Department staff and external stakeholders as mandated by policies and regulations; researches and assesses the needs of the project and develops guidance documents and materials targeted at internal and external stakeholders. May coach and mentor DTSC program staff and student interns in communication outreach, engagement, and public speaking, effectively demonstrate how to build and maintain strong partnership techniques to ensure core program staff have a fundamental knowledge on the public participation process.
5%	**Regulation/Policy Review** Reviews and maintains an understanding of applicable California laws, Department regulations, policies, goals, and objectives supporting the Department's mission and vision which includes, but is not limited to: DTSC's Strategic Plan, organization of Department core programs, Public Participation Outreach and Engagement, Environmental Justice, and Tribal Affairs. Facilitates communication with disadvantaged, impacted, and marginalized communities' organizations, and advisory groups on DTSC mandates, regulations, policies, goals, and objectives. Applies the organizational diversity, equity, inclusion and belonging (DEIB) processes, best practices, and principles. Researches and analyzes current policies and assists in developing new organizational regulations, policies and procedures.
5%	**Administrative Duties** Performs administrative duties including but not limited to; adhering to DTSC policies, rules, and procedures; submitting administrative requests including leave, overtime, travel, and training in a timely and appropriate manner; accurately reporting time in the Daily Log – Tempo system; and submitting timesheets by the agreed upon due
Marginal Functions (Including percentage of time):	
5%	**Other Related Duties** Performs other related duties including but not limited to participating in regular unit

	meetings and group discussions designed to promote and enhance the OEE Public Participation Outreach and Engagement Program. Completes appropriate administrative tasks, including necessary administrative forms. Reviews and provides input on a variety of deliverables. Drafts updates to weekly and monthly reporting tools.

Consequences of Error: (if applicable)
The incumbent must ensure communities and stakeholders who wish to be involved in project decision making at DTSC have opportunities to participate in the public process. These opportunities should be tailored to specific audiences and crafted to target identified community communication and cultural needs. Failure to complete these activities can result in delayed projects and poor perceptions of the Department by stakeholders.

Typical Physical Conditions/Demands:

The incumbent may work in a multi-story building and will occupy a private cubicle. 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). Normal work hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. The position requires: bending and stooping, the ability to use personal computer, phone, scanner, copier, and other office equipment, varying percentage of time spent performing physical tasks such as: driving, standing, lifting , etc., varying percentage of time working with variety of personalities in sometimes challenging environments,; varying percentage of time spent in travelling independently by car, bus, plane, train and ; occasionally work evenings or weekends. (with advance notice) to meet critical timelines and adapt to changing priorities. Some work will be conducted outdoors (i.e., site visits in the field with a potential for exposure to hazardous substances).

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:

The incumbent is required to complete training to mitigate potential hazardous exposures. Field Certification requires current Hazardous Waste Operations and Emergency Response (HAZWOPER) training, annual medical monitoring, First Aid/CPR/AED training, and on-the-job training, at minimum.

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: SB Date Approved: 10/23/2026

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