DUTY STATEMENT

☒CURRENT ☐PROPOSED

RPA Number: **HRC0001383**	Classification/CBID: **Senior Environmental Scientist (Specialist)R10**	Position Number: **810-340-0765-012**
Incumbent Name:	Working Title:	Effective Date:
Tenure: **Permanent**	Time Base: **Full-Time**	Intermittent Hours Per Month:
Program/Division: **Safer Consumer Products Program**	Branch/Section/Unit: **Rulemaking and Policy**	Reporting Location: **Sacramento Headquarters**
Supervisor's Name: **David Rist**	Supervisor's Classification: **Senior Environmental Scientist (Sup)**	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 if both appropriate) 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 general direction of the Senior Environmental Scientist (Supervisory), the Senior Environmental Scientist (Sr. ES) (Specialist) leads the development and implementation of regulations to support the implementation of legislative chemical bans, oversees compliance assistance and verification, and supports enforcement activities. In addition, the Sr. ES (Specialist) mentors team members to ensure the effective and successful implementation of newly enacted legislation.

Essential Functions (Including percentage of time):	
20%	**Technical Research and Analysis** Leads research and data analysis to support development of regulations, compliance sampling plans, and enforcement strategies Identifies manufacturers and evaluates covered products to understand the scope and compliance of regulated products sold in California. Conducts complex and difficult technical reviews of scientific literature and product data to enforce new statutory authorities. Leads preparation of technical documentation, analyses, and summaries supporting regulatory development and recommends actions to management to ensure the effective implementation and enforcement of new statutory authorities.
20%	**Rulemaking, Public Engagement, and Policy Development** Drafts rulemaking packages to implement statutory and regulatory requirements assigned by the Legislature to DTSC . Organizes and facilitates pre-regulatory workshops, public meetings, and external engagement activities, including outreach to manufacturers, retailers, and other responsible entities to receive feedback from and update these entities on program progress. Prepares and maintains rulemaking documentation to ensure compliance with the Administrative Procedures Act. Develops and edits responses to public comments to provide transparency to commenters and the basis for SCP policy decisions. Assists SCP staff and management in analyzing legislation to determine any impacts affecting the program. Develops policy recommendations and draft regulatory and legislative proposals to ensure the successful implementation and enforcement of new statutory mandates.
20%	**Compliance Evaluation and Scientific Analysis** Develops compliance sampling plans and supports procurement and cataloging samples for laboratory testing to ensure accurate enforcement. Analyzes testing results, evaluates data for compliance with statutory prohibitions, and reviews documents submitted by manufacturers and other responsible entities to assess compliance with chemical bans. Prepares compliance summaries, technical analyses, and documentation to support DTSC's implementation and enforcement decisions. Coordinates with laboratory and legal personnel to ensure adequate support is provided to successfully test products and enforce legislative new statutory authorities.
15%	**Technical Assistance, Responsible Entity Support, and Guidance Development** Provides compliance assistance and technical support to responsible entities, including manufacturers and retailers, to ensure responsible entities can fulfill their statutory and regulatory requirements. Drafts public-facing resources such as guidance documents, fact sheets, laboratory method information, and website content so that interested parties can remain educated regarding compliance requirements and enforcement actions. Drafts responses to written and verbal inquiries regarding scientific, technical, and regulatory issues to ensure interested parties accurately understand these issues. Assists SCP staff coordinate and present at webinars, workshops, and meetings to communicate program requirements and updates to responsible entities, the public, and other interested parties.
15%	**Enforcement Support and Reporting** Assists with critical enforcement activities, including conducting investigations, preparing notices of violation, and developing documentation to support enforcement actions. Prepare reports to the Legislature, compliance summaries, and other administrative or program reports to inform department and agency management and the Legislature of compliance and enforcement updates. Tracks project milestones and outcomes and participates in teams addressing compliance and enforcement matters to ensure departmental goals are met within planned timelines.
5%	**Administrative Duties**

	Performs administrative duties including, but not limited to, adheres to department policies, rules, and procedures. Submits administrative requests including leave, overtime, travel, and training in a timely and appropriate manner. Accurately reports time in the Daily Log timekeeping system and submits time sheets by the due date.
Marginal Functions (Including percentage of time):	
5%	**Other- Duties as Assigned** Performs other related duties in order to support the SCP Program.

Consequences of Error: (if applicable)

Typical Physical Conditions/Demands:

The work typically requires sitting for prolonged periods while reading, writing, typing, and participating in meetings. The position requires bending and stooping. The job requires extensive use of a personal computer and the ability to sit/stand at a desk, utilize a phone, and type on a keyboard for extended periods of time. It may be required to stand, bend, squat, reach, grasp and pick up items consistent with office work. The incumbent may be required to lift 20 pounds and occasionally stand, bend, squat, reach, grasp, or kneel for long periods.

Typical Working Conditions:

Works in multi-story building, in a cubicle office setting using a variety of office equipment, e.g., computers, telephones, copiers, etc., with artificial light and temperature control, and attends meetings in similar settings. On an as-needed basis, work outside normal work hours, including evenings and weekends, may be required. 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). The work schedule is Monday through Friday. Travel may be required locally and within the state. If travel is required, it will be by commercial carrier or auto, whichever method is in the best interest of the State. This position will have daily contact with DTSC staff, external state, and federal agencies, and local government representatives, and the public either in person, via email/telephone, or videoconferencing.

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:

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: mv Date Approved: 7/13/2026

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