

# DUTY STATEMENT

**CURRENT**       **PROPOSED**

RPA Number: <b>24-XXXX-XXX</b>	Classification Title: <b>Senior Hazardous Substances Engineer</b>	Position Number: <b>810-340-3725-001, 810-340-3725-002, 810-340-3725-003, 810-340-3725-004, 810-340-3725-012</b>
Incumbent Name:	Working Title:	Effective Date:
Tenure: <b>Permanent</b>	Time Base: <b>Full-Time</b>	Intermittent Hours Per Month:
Division/Office: <b>Safer Consumer Products Program</b>	Section/Unit: <b>Alternatives Analysis Support, Alternative Analysis Review, Regulatory Response, Market Research and Data Analysis, Compliance and Enforcement</b>	Reporting Location: <b>Statewide</b>
Supervisor's Name: <b>Various</b>	Supervisor's Classification: <b>Supervising HSE or Senior Environmental Scientist (Supervisory)</b>	CBID: <b>XXX</b>
Confidential Designation:  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Designated Position for Conflict of Interest:  <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Position Telework Eligible:  <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Supervision Exercised:  <input checked="" type="checkbox"/> None <input type="checkbox"/> Lead <input type="checkbox"/> Managerial <input type="checkbox"/> Supervisory		

<b>Human Resources Use Only:</b>		
<b>HR Analyst Approval</b>		
HR Analyst Name	HR Analyst Signature	Date
<b>General Statement</b>		
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 skills 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.		
<b>Equity Statement</b>		

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) or the Supervising Hazardous Substances Engineer I, the Senior Hazardous Substances Engineer (Sr. HSE) is responsible for supporting the mission and goals of the Safer Consumer Products Program (SCP). SCP advances the design, development, and use of products that are chemically safer for people and the environment. Working independently or as a team leader, the Sr. HSE performs one or more of the following activities: conducts complex and difficult technical reviews of scientific literature and data; identifies chemicals and consumer products that pose hazards to people or the environment; reviews notifications, reports, and Alternatives Analyses submitted by regulated persons to comply with the Safer Consumer Products (SCP) Regulations; analyzes and develops regulations, policies, and legislation; collects, maintains, and evaluates large, complex data sets related to products, chemicals in products, and supply chains; evaluates and determines compliance; develops and implements enforcement activities and regulatory responses; recommends actions to ensure the effective implementation of the SCP program; and prepares or leads the preparation of technical and regulatory reports, proposals, policies, memoranda, and correspondence. In addition, the Sr. HSE leads program-level projects and mentors team members to ensure the effective implementation of Project Management best practices in all areas of the SCP program.

The HSE reports directly to and receives most assignments from the Senior Environmental Scientist (Supervisory) or the Supervising Hazardous Substances Engineer I. However, direction and assignments may also come from the Environmental Program Manager I (Supervisory) and the Deputy Director of the Safer Consumer Products Program.

**Essential Functions (Including percentage of time):**

<p><b>20%</b></p>	<p><b>Technical Research and Analysis</b>                  As a project team leader, team member, or independently, performs tasks such as: Researches and analyzes complex scientific and technical information and data from academic institutions, journals, industry associations, government bodies, non-governmental organizations, and other sources of reliable information to support evaluation and decision making in the SCP Program. For example, the Sr. HSE may: evaluate exposure to and potential human health and environmental adverse impacts of chemicals in consumer products; research and analyze data and information on products, supply chains, and manufacturing processes; identify and evaluate potential safer alternatives to chemicals of concern in consumer products; review and evaluate Alternatives Analysis reports and other compliance materials submitted pursuant to the SCP Regulations; craft regulatory requirements to reduce or eliminate exposures to chemicals of concern, and undertake compliance and enforcement activities to evaluate adherence with regulations and to ensure an even playing field within industry sectors. The Sr. HSE may also use data science tools (spreadsheets, Python, R, SQL, Tableau, APIs, etc.) to collect, manipulate, and analyze data from disparate sources and prepare data visualizations for use in SCP presentations, reports, and publications.</p>
<p><b>20%</b></p>	<p><b>Technical Information Synthesis</b>                  As a project team leader, team member, or independently, performs tasks such as: Synthesizes complex scientific, technical, and regulatory issues related to chemicals in consumer products; characterizes sales markets and supply chains; identifies and evaluates safer alternatives to Priority Products; reviews and evaluates Alternatives Analysis reports submitted pursuant to the SCP Regulations for compliance; leads or</p>

	<p>assists in developing recommendations on specific product-chemical combinations to be designated as Priority Products; and considers and recommends possible Regulatory Responses to be implemented after the Alternatives Analysis has been completed. Develops and uses software tools, models, and informatic approaches to collect, maintain, evaluate, visualize, and understand large data sets in support of product-chemical identification and prioritization activities within the SCP Program. Maintains files and databases for internal and external use, uses data science tools (spreadsheets, Python, R, SQL, Tableau, etc.) to manipulate and synthesize data from disparate sources, and codes graphical user interfaces for databases. Leads or assists in developing and implementing compliance and enforcement recommendations, plans, and proposals, including compliance evaluation and administration, confirmatory testing, specific regulatory responses, and specific enforcement measures at all stages of the SCP regulatory program to ensure adherence with regulations and an even playing field within industry sectors.</p>
<p><b>20%</b></p>	<p><b>Communication and Outreach to Support Stakeholder Engagement</b></p> <p>In support of stakeholder engagement that informs SCP processes, as a project team leader, team member, or independently, performs tasks such as:          Uses MS Word, PowerPoint, Excel, Forms, and Adobe Acrobat and other similar software to prepare or oversee the preparation of reports, memoranda, scientific journal articles, surveys, and presentations to communicate with a wide variety of stakeholders, such as the public, legislators, manufacturers, institutions, governmental and non-governmental entities.</p> <p>Interacts with stakeholders including the media and governmental, scientific, professional, and public groups regarding SCP regulatory, policy, or legislative proposals to advance the goals of SCP.</p> <p>Coordinates and conducts public outreach (e.g., public workshops, webinars, group and individual meetings, educational videos, and other training materials) to inform stakeholders about the prioritization of certain chemicals or product categories, proposed Priority Products, and compliance options, as well as to obtain scientific information and data not available through other publicly available sources. Responds to written and verbal inquiries from the regulated community, other public agencies, and news media about complex, sensitive, and difficult scientific and technical issues to advance stakeholder understanding of SCP process and decision making. Develops information technology projects to facilitate communication and engagement with stakeholders. Prepares and maintains public notices and other information resources (e.g., fact sheets, databases, web pages) to communicate the SCP Program’s technical, regulatory, policy, or legislative proposals. Ensures that this information is presented clearly and concisely and in a manner that can be easily understood by all stakeholders.</p>
<p><b>20%</b></p>	<p><b>Rulemaking, Policy Analysis, and Regulatory Implementation to Ensure Effective Implementation of SCP Regulations</b></p> <p>As a project team leader, team member, or independently, perform tasks in support of SCP mission and key performance indicators including: Leads or participates in the development of the SCP Priority Product Work Plan. Develops, evaluates, and adopts scientifically based rulemaking, policy, or legislative proposals to ensure the effective implementation of SCP Regulations. Prepares and implements rulemaking documents, technical reports, information, and guidance for departmental publication and use. Leads or participates in the development of guidance to regulated businesses to ensure an understanding of and compliance with the SCP regulations. Provides technical support in the development of laws, regulations, policies, guidance, and other tools that advance the mission of SCP. Provides guidance and training to SCP staff on the implementation of the Administrative Procedures Act, conducting legislative analyses, and developing scientifically-sound public policy. Anticipates complex or controversial regulatory, policy, or legislative issues and risks. Briefs management on issues, risks, and recommendations</p>

	through policy analyses, white papers, issue memos, project proposals, meetings, and other presentation formats.
<b>15%</b>	<p><b>Project Management</b>                  To support SCP’s key performance indicators, leads projects and teams including the development of rulemaking, policy, and legislative proposals; enhancement of information management systems; assessment of chemical hazards and exposure from consumer products; identification of consumer products for adoption as Priority Products in regulation; evaluation of Alternatives Analyses; assessment of safer alternatives; development of regulatory response options for regulated entities, and compliance and enforcement. Develops project proposals, workplans, and schedules; tracks project milestones, resources, and deliverables; reports project status to project sponsor or SCP management; identifies project risks and actions to mitigate risks; and leads project team meetings. Mentors project team members and guides their project implementation to ensure that best practices are followed in all SCP activities. Coordinates and communicates with team members’ supervisors and managers regarding project schedules, priorities, and the quality and timeliness of team member assignments. Evaluates, recommends, and implements the use of project management principles and tools that will support the SCP program. Evaluates staff training needs and organizes training opportunities to support staff development and growth.</p>
<b>5%</b>	<p><b>Administrative Duties</b>                  Performs administrative duties that ensure consistent and smooth operations within SCP, including, but not limited to: adhering to department policies, rules, and procedures; submitting 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 timesheets by the due date; prepares various administrative reports including weekly reports, work plan summaries and updates, and activity progress reports; performs other duties as assigned to support the SCP program such as conducting special projects and making presentations.</p>
<b>Marginal Functions (Including percentage of time):</b>	
	<b>N/A</b>
<b>Typical Physical Conditions/Demands:</b>	
<p>The Sr. HSE works in a multi-story building with artificial light and temperature control in close proximity to other employees and uses typical office equipment including, but not limited to, telecommunications equipment, computers, photocopiers, and fax machines. Standing, bending, walking, and stooping may be required. The Sr. HSE may sit or stand for prolonged periods while reading, working on a computer, or participating in meetings or discussions. A hybrid telework schedule may be available for this position. Occasional overnight travel may be required.</p>	
<b>Typical Working Conditions:</b>	
<p>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.</p> <p>The HSE has regular contact with staff and management within DTSC, as well as within CalEPA and other federal, state, and local government agencies. Additionally, the HSE interacts with a wide variety of external stakeholders in business, industry, environmental groups, public health groups, academia, and the public and on behalf of the Department with print, radio, and television media representatives in coordination with the Executive Office and the Office of Communications. The contacts and interactions may be by telephone, email, or in person.</p>	
<b>Special Requirements of Position (Check all that apply):</b>	

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