

DUTY STATEMENT

CURRENT **PROPOSED**

RPA Number: 24-XXXX-XXX	Classification Title: Hazardous Substances Engineer	Position Number: 810-340-3726-001 810-340-3726-002 810-340-3726-003 810-340-3726-308
Incumbent Name:	Working Title:	Effective Date:
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: Safer Consumer Products Program	Section/Unit: XXX	Reporting Location: XXX
Supervisor's Name: XXXX	Supervisor's Classification: XXXX	CBID: XXX
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		

Human Resources Use Only:

HR Analyst Approval

HR Analyst Name	HR Analyst Signature	Date

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 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 Senior Environmental Scientist (Supervisory) or Supervising Hazardous Substances Engineer I, the Hazardous Substances Engineer (HSE) is responsible for supporting the mission and goals of the Safer Consumer Products (SCP) Program. The HSE is responsible for

researching Candidate Chemicals and consumer products, identifying product-chemical combinations as candidates for designation as Priority Products, evaluating Alternatives Analyses submitted by product manufacturers, developing regulations, guidance, processes, tools, and legislative and policy proposals, leading compliance and enforcement activities to ensure compliance with the SCP Regulations, and generally supporting the implementation of the SCP Regulations and other program activities.

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):

15%	<p><u>PROJECT PARTICIPATION/MANAGEMENT</u></p> <p>The HSE performs tasks such as some or all of the following: Participates in multi-disciplinary teams consisting of engineers, scientists, analysts, and other experts and may manage projects. Assists, or leads with guidance from senior staff, in developing project proposals, workplans, and schedules and in identifying project risks and actions to mitigate risks. Coordinates and communicates with project managers regarding project schedules, priorities, and the quality and timeliness of assignments. Helps plan, execute, and monitor work on projects to implement the SCP regulations. If in a project manager role, prepares and maintains accurate project schedules to facilitate resource allocation, tracks project milestones, uses project tracking software, reports on project deliverables and outcomes, manages conflicting deadlines, ensures work assignments are completed on time and within budget, prepares clearly written progress reports, and briefs management on project status. Evaluates, recommends, and implements the use of project management principles and tools throughout the SCP Program. Assists in evaluating staff training needs and organizing training opportunities. Fulfills other related duties as assigned.</p>
20%	<p><u>PROGRAM IMPLEMENTATION</u></p> <p>As a team member, or independently with guidance from senior staff, performs tasks such as some or all of the following: Participates in the development of the SCP Priority Product Work Plan. Develops proposals for research projects related to the evaluation of chemicals in consumer products and their alternatives. Assists in developing recommendations to list specific product-chemical combinations as Priority Products. Evaluates and reports on the adequacy of technical notifications, reports, and analyses, including Alternatives Analyses, submitted by regulated persons under the SCP Regulations. Executes and monitors compliance and enforcement activities such as market surveillance and product testing and ensures adherence with the SCP regulatory requirements. Assists in the development of regulatory response proposals and enforcement measures at all stages of the SCP Program. Works closely with other staff to develop and implement compliance and enforcement recommendations, actions, plans, and proposals. Maintains files and databases for internal and external use, uses data science tools (for example, spreadsheets, Python, R, SQL, Tableau) to manipulate and analyze data, and codes graphical user interfaces for databases. Develops or improves internal processes for evaluating chemicals and products. Identifies data-informed opportunities for SCP to foster environmental justice through its regulatory process and other activities. Coordinates with other local, state, and federal regulatory agencies as needed.</p>

20%	<p><u>TECHNICAL RESEARCH AND DATA ANALYSIS</u></p> <p>As a team member, or independently with guidance from senior staff, performs tasks such as some or all of the following:</p> <p>Researches and analyzes engineering and scientific and other technical information and data from academic institutions, journals, industry associations, government bodies, non-governmental organizations, and other sources of reliable information.</p> <p>Uses scientific literature, databases, models, software tools, and other sources of reliable information to identify and evaluate Candidate Chemicals in consumer products.</p> <p>Researches, analyzes, and evaluates data on exposure and potential adverse human health and environmental impacts due to chemical exposure from consumer products.</p> <p>Evaluates the function, physicochemical characteristics, environmental fate and transport, hazard traits, toxicological and environmental endpoints, and lifecycle impacts of specific chemicals or chemical classes used in consumer products.</p> <p>Identifies and evaluates potential safer alternatives to chemicals of concern in consumer products.</p> <p>Researches and analyzes data and information on specific products, product categories, supply chains, and manufacturing processes.</p> <p>Synthesizes scientific, technical, and regulatory issues related to proposed Priority Products.</p> <p>Characterizes sales markets and supply chains.</p> <p>Conducts market surveillance, performs market research, and manages testing initiatives that involve purchasing and analyzing products in support of compliance evaluation and enforcement activities.</p> <p>Coordinates with DTSC’s Environmental Chemistry Laboratory for analytical projects, including collecting and processing samples and maintaining chain of custody documents and other records.</p> <p>Performs statistical and trend analysis on analytical and other data.</p> <p>Analyzes geospatial data to evaluate the environmental justice impacts of the SCP Regulations and other program activities.</p> <p>Reviews and/or prepares technical reports and other documents such as sampling and analysis plans, reports of analytical studies, and public reports summarizing various program activities and initiatives.</p> <p>Develops and uses software tools, models, and informatic approaches to collect, maintain, evaluate, visualize, and understand large data sets and to support product-chemical identification and prioritization activities within the SCP Program.</p> <p>Provides technical support to other units and teams.</p>
20%	<p><u>COMMUNICATIONS AND OUTREACH</u></p> <p>As a team member, or independently with guidance from senior staff, performs tasks such as some or all of the following:</p> <p>Interfaces and coordinates with various stakeholders including members of the public, the media, legislators, the regulated community, non-governmental organizations, and other local, state, and federal agencies.</p> <p>Participates in the development of guidance to regulated businesses to ensure an understanding of and compliance with the SCP Regulations.</p> <p>Prepares reports, memoranda, scientific journal articles, and presentations concerning the assessment of chemicals in consumer products.</p> <p>Ensures all materials posted on SCP’s website are accessible for those with visual or auditory impairments.</p> <p>Prepares and gives presentations on behalf of the Department on topics related to SCP Regulations implementation.</p> <p>Participates in community meetings, workshops, and interviews to promote transparency of DTSC project decisions.</p> <p>Conducts public outreach (e.g., public workshops, group and individual meetings, educational videos, and other training materials) to inform stakeholders about the prioritization of certain</p>

	<p>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 public inquiries, including written and verbal inquiries from the regulated community, other public agencies, the general public, and news media about complex, sensitive, and difficult scientific and technical issues.</p> <p>Develops information technology projects to facilitate communication and engagement with stakeholders.</p> <p>Prepares and maintains public notices and other information resources (e.g., fact sheets, databases, web pages) related to 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>
15%	<p><u>RULEMAKING AND POLICY ANALYSIS</u></p> <p>As a team member, or independently with guidance from senior staff, perform tasks such as some or all of the following:</p> <p>Participates in the development, evaluation, and adoption of scientifically based rulemaking, policy, or legislative proposals to ensure the effective implementation of the SCP Regulations.</p> <p>Participates in the preparation and implementation of rulemaking documents, technical reports, information, and guidance for departmental publication and use.</p> <p>Coordinates peer and management reviews of rulemaking documents within DTSC and with other departments and agencies.</p> <p>Participates in public hearings and workshops and responds to stakeholder comments and inquiries.</p> <p>Participates in analyses of proposed legislation that may affect the SCP Program and helps develop scientifically-sound public policy.</p> <p>Anticipates regulatory, policy, or legislative issues and risks.</p> <p>Assists in the development of legislative proposals.</p> <p>Assists with management briefings on issues, risks, and recommendations through policy analyses, white papers, issue memos, and other presentation formats.</p> <p>Evaluates relevant regulations from other federal, state, or local public agencies.</p>
Marginal Functions (Including percentage of time):	
5%	<p><u>ADMINISTRATIVE DUTIES</u></p> <p>Performs administrative duties including, but not limited to:</p> <p>Adheres to department policies, rules, and procedures.</p> <p>Submits administrative requests including leave, overtime, travel, and training in a timely and appropriate manner.</p> <p>Accurately reports time in the Daily Log timekeeping system and submits timesheets by the due date.</p> <p>Prepares various administrative reports including weekly reports, work plan summaries and updates, and activity progress reports.</p> <p>Performs other duties as assigned to support the SCP program such as conducting special projects and making presentations.</p>
5%	<p><u>OTHER DUTIES</u></p> <p>Performs other related duties in order to support SCP, such as special projects.</p>
Typical Physical Conditions/Demands:	
<p>The HSE works in a multi-story office building with artificial light and temperature control in close proximity to other employees, in an office cubicle, and uses typical office equipment including, but not limited to, computers, telecommunications equipment, photocopiers, and fax machines. Standing, bending, walking, and stooping may be required. The HSE may sit or stand for prolonged periods while reading, working on a computer, or participating in meetings or discussions.</p>	
Typical Working Conditions:	
<p>Normal work hours are 8:00 a.m. to 5:00 p.m., Monday through Friday (40 hours per week). An alternative work schedule may be authorized on a case-by-case basis but must be consistent with DTSC alternative work schedule policies and practices. A hybrid telework schedule may be available for</p>	

this position. Occasional overnight travel may be required.

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, virtual meetings, email, or in person.

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