

CURRENT **PROPOSED**

DUTY STATEMENT

RPA Number:	Classification Title: Senior Environmental Scientist (Supervisory)	Position Number: 810-340-0764-XXX
Incumbent Name:	Working Title: Regulatory Response Unit Supervisor	Effective Date:
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: Headquarters	Section/Unit: Alternative Analysis Review	Reporting Location: Statewide
Supervisor's Name: Jen Jackson	Supervisor's Classification: Environmental Program Manager I	CBID:
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 type="checkbox"/> None <input type="checkbox"/> Lead <input type="checkbox"/> Managerial <input checked="" 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/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 Environmental Program Manager I (Supervisory), the Senior Environmental Scientist (Supervisory) (Sr ES Sup) is responsible for developing, organizing, directing, and evaluating work in the Regulatory Response Unit of the Safer Consumer Products Program. The Safer Consumer Products (SCP) Program advances the design, development, and use of products that

are chemically safer for people and the environment. The Regulatory Response Unit is responsible for developing regulatory requirements to be implemented by the manufacturers of Priority Products.

The Sr ES Supervisor supervises and directs the work of scientists and engineers and must adhere to state and federal laws, rules, regulations, bargaining unit contracts and policies in all personnel practices. The incumbent is responsible for staff development; provides direction and guidance to project teams regarding work assignments and daily work activities to ensure timely completion of assignments; reviews staff work and evaluates performance of staff; provides regular feedback and completes timely probationary reports, annual performance appraisals, and individual development plans; monitors employee performance and, if necessary, utilizes progressive discipline principles and procedures; completes personnel documentation; plans for, recruits and hires unit personnel; and approves or denies administrative requests including leave, overtime, travel, and training. The incumbent should have excellent writing, editing, and speaking skills and will perform administrative and program management duties requiring independence of judgment and actions of confidentiality.

Specific duties include, but are not limited to, the following:

Essential Functions (Including percentage of time):

25%	<p>Managing Interdisciplinary Teams Manages and directs interdisciplinary teams of scientists and engineers responsible for identifying, evaluating, and implementing new regulatory requirements to reduce exposures to potentially harmful chemicals or products; developing new tools and processes to ensure timely and consistent implementation of the SCP regulations; reviewing and developing regulations to advance the program's mission; evaluating technical reports and documents submitted by manufacturers to evaluate compliance with regulatory requirements; working with stakeholders to develop impactful and practicable regulatory requirements for safer consumer products; and conducting compliance and enforcement activities to ensure an even playing field within industry sectors.</p>
20%	<p>Project and Resource Management Plans and manages projects to successfully implement the SCP regulations. Trains and oversees staff in planning and managing projects, and in developing, using, and updating project management tools to plan, monitor, and execute projects successfully. Develops program goals, strategic and operational plans, and forecasts to manage the Regulatory Response Unit staff and budget. Prepares documents to meet the needs of the program including, but not limited to, budget change proposals, work plans, and workload assessments. Reviews proposed policies, regulations, and legislation to ensure alignment with SCP mission and program goals.</p>
20%	<p>Personnel Management Plans, organizes, directs, and provides managerial review of the work performed by Unit staff. Provides regular and timely written performance appraisals to staff. Counsels staff and initiates disciplinary actions as necessary. Recruits, hires, trains, develops, and provides leadership to staff. Complies with state and federal laws, rules, regulations, bargaining unit contracts and policies in all personnel practices, including, but not limited to: hiring, employee development, and management. Identifies appropriate long-range plans and goals to address succession planning and knowledge transfer.</p>
15%	<p>Coordinating Implementation of SCP Regulations Regularly coordinates with other supervisors and managers in the SCP Program to manage project schedules and resources. Coordinates with various DTSC programs, other agencies and departments, and external stakeholder groups to ensure that the SCP regulations are implemented in a clear and transparent manner based on reliable scientific information. Provides input and support for the development and implementation of the SCP Strategic Plan and departmental policies related to chemicals management; this may also entail reviewing and providing feedback on documents pertaining to candidate chemicals, priority products, alternatives analysis, regulatory response, and compliance and enforcement to ensure alignment with the SCP mission and goals. Represents SCP before the media and governmental, scientific, professional, and public groups to advance engagement with SCP.</p>
10%	<p>Overseeing IT Systems and Use of Software Tools Works with program staff and Office of Environmental Information Management, to build and operate new information technology systems to manage a wide range of data related to chemicals and</p>

	consumer products that contain them. Guides and directs staff in the identification and use of software tools to maintain the SCP Program's Candidate Chemicals List, evaluate Candidate Chemicals in consumer products, and understand consumer product use patterns, including among sensitive subpopulations and/or in environmental justice communities.	
5%	Administrative Duties	Performs administrative duties 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 reporting time in the Daily Log system; and submitting timesheets by the due date.
Marginal Functions (Including percentage of time):		
5%	Other In-House Activities	Supervises other activities housed in SCP Program. Consults with federal, state, and local governments and organizations on technical issues related to DTSC's programs and activities.
Typical Physical Conditions/Demands:		
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.		
Typical Working Conditions:		
The incumbent works in a high-rise building with artificial light and temperature control. The incumbent is physically separated from colleagues in offices statewide and frequently from the incumbent's supervisor, requiring frequent contact via telephone, videoconferencing, electronic mail, and electronic file transfer and storage. The incumbent works in an office location and is expected to operate office equipment such as a computer, copy machine, telecommunications equipment, etc. The incumbent may be required to travel up to 10% of the time to DTSC offices or statewide, which may require overnight stays and travel by land, air or sea.		
Special Requirements of Position (Check all that apply):		
<input type="checkbox"/> Duties performed may require pre-employment and/ or routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.). <input type="checkbox"/> Duties require participation in the DMV Pull Notice Program. <input type="checkbox"/> Performs other duties requiring high physical demand. (Explain below) <input type="checkbox"/> Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles. <input type="checkbox"/> 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?		<input type="checkbox"/> YES <input type="checkbox"/> NO
Employee Name	Employee Signature	Date