



State of California  
 California Environmental Protection Agency  
 Office of Environmental Health Hazard Assessment

## DUTY STATEMENT

CURRENT

PROPOSED

RPA Number: CEERB-005 FY 22-23	Classification Title: Environmental Program Manager I (Supervisory)	Position Number: 811-130-0756-001
Incumbent Name:	Working Title:	Effective Date:
Tenure: Permanent	Time Base: Full Time	Intermittent Hours Per Month:
Division/Office: Division of Scientific Programs	Section/Unit: Community and Environmental Epidemiology Research Branch	Reporting Location: Sacramento
Supervisor's Name:	Supervisor's Classification:	CBID: S10
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:

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.

### Position Description

The CalEPA environmental justice and tribal affairs program oversees CalEPA's boards, departments, and office (BDOs) activities to ensure fairness, regardless of race, color, national origin or income, in the development and implementation of laws and regulations that affect every community's natural



surroundings, and the places people live, work, play and learn. The program also oversees CalEPA's activities to improve communication and working relationships with California Native American Tribes, including the implementation of CalEPA's Tribal Policy, and the implementation of similar policies and protocols, including those adopted by each of the BDOs. The Tribal Policy serves to guide CalEPA and its BDOs in their daily operations to work with California Native American Tribes in a knowledgeable, sensitive, and respectful manner. CalEPA implements its Tribal Policy with the assistance of a Tribal Advisory Committee, made up of representatives from federally and non-federally recognized Tribes, and the input of interested Tribal governments, communities, and stakeholders.

Under general direction of the CalEPA Assistant Secretary for Environmental Justice and Tribal Affairs, or designee, the Environmental Program Manager (EPM) I (Supervisory) provides specialized environmental justice expertise and manages at the general direction of the CalEPA Assistant Secretary or designee critical elements of the environmental justice and tribal affairs program. The EPM I (Supervisory) serves as a critical advisor to the Assistant Secretary and is a leading expert on environmental justice and tribal issues for CalEPA. The EPM I (Supervisory) performs, under the direction of the Assistant Secretary, all the following duties and other related work:

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

- 20% *Advise the CalEPA Assistant Secretary for Environmental Justice and Tribal Affairs. Advise on a broad range of environmental justice and tribal issues to inform the formulation and refinement of CalEPA and BDO policies and programs, including staff training programs, in the following areas: (1) civil rights and language access, and other community-level as well as state-wide efforts to foster community engagement and the incorporation of environmental justice principles in agency decision making, and in the decision making of each of the BDOs tribal affairs and tribal consultations; and (2) the incorporation of practices that address tribal issues in agency and BDO decision-making. Consult and collaborate with environmental justice and tribal affairs program staff at CalEPA and throughout the BDOs to develop and refine best practices to engage environmental justice and tribal stakeholders in CalEPA's decision-making processes. Develop relevant training programs and practices that support CalEPA staff in familiarizing themselves with the agency's, and their own civil rights obligations under Title VI of Civil Rights Act of 1964, U.S.C. §§ 2000d to 2000d-7, and Cal. Gov. Code § 11135. Work directly with BDO staff to evaluate and refine tribal consultation policies, practices and protocols. Work directly with the Special Assistant on Environmental Justice and Tribal Affairs to process and evaluate Environmental Justice Small Grant Applications. Recommend changes, as needed, to the Assistant Secretary, to improve the Environmental Justice Small Grants program and the functioning of the Environmental Justice Multi-Agency Enforcement Task Force.*
- 20% *Assist the Assistant Secretary in providing oversight and guidance on inter-departmental activities that promote outreach and engagement of disadvantaged communities as defined by CalEPA, and that address cumulative impact concerns. Oversee and assist in the coordination of inter-departmental activities to evaluate cumulative impact burdens from multiple environmental threats and vulnerability stressors. Consult and collaborate with BDO staff to develop methodological approaches to assessing cumulative health and pollution burdens.*



Evaluate potential updates, changes, and refinements to CalEnviroScreen and other factors used by CalEPA to identify disadvantaged communities. Independently plan and develop strategies to enhance engagement activities such as meetings, workshops, webinars and other engagement tools, and leading the planning and implementation efforts for these strategies. Present findings and analyses of outcomes to the CalEPA Assistant Secretary, other CalEPA officials and external stakeholders.

- 15% *Draft and review reports for the CalEPA Assistant Secretary for Environmental Justice and Tribal Affairs and other audiences.* Draft and review reports that communicate the results of community engagement and enforcement efforts, policy studies and CalEPA inter-departmental activities to a wide variety of audiences including CalEPA and BDO staff and the staff of other state agencies, as well as outside governmental bodies, legislators, disadvantaged community residents and other stakeholders. This includes but is not limited to CalEPA's Environmental Justice Program Reports and reports on CalEPA's Environmental Justice Enforcement Initiatives. Assist the Assistant Secretary in reviewing and revising annual enforcement reports, as well as other legal, regulatory, and scientific and policy literature.
- 15% *Assist the Assistant Secretary in the oversight of programs that invest in disadvantaged communities.* Collaborate and work closely with staff within CalEPA's BDOs to develop technical assistance and other community grant programs targeting disadvantaged communities. Represent the CalEPA's Environmental Justice Program in working groups comprised of "disadvantaged community outreach staff" to improve cross-agency coordination to target funding in disadvantaged communities. Make recommendations to the Assistant Secretary to improve and streamline state-wide efforts to provide a variety of investment mechanisms in disadvantaged communities throughout the state.
- 10% *Develop and conduct policy evaluations.* Independently formulate studies, and/or work with BDO staff to evaluate policy issues concerning environmental justice and tribal affairs. Identify data gaps, and work with BDO staff to secure resources to address those gaps. Recommend, as needed, to the Assistant Secretary, programs, policies and resources needed to do the same.
- 10% Provide guidance and support to other Agency staff within the Environmental Justice Program, including the Environmental Program Manager for the Environmental Justice Multi-Agency Enforcement Task Force, and the Special Assistant on Environmental Justice and Tribal Affairs, as needed. Collaborate with Environmental Justice Program Staff to plan and conduct community meetings and workshops to direct coordinated enforcement efforts across the state, as well meetings and workshops designed to receive feedback from BDO staff, Environmental Justice Small Grants Grantees, tribal stakeholders, and the public, regarding the effectiveness of CalEPA's Environmental Justice and Tribal programs. Develop metrics to measure the success of our existing programs within Environmental Justice and Tribal affairs programs.

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

- 5% Represent the Agency and in particular the Assistant Secretary as needed, and when the



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Assistant Secretary is unavailable.

- 5% Provide logistics planning, and other support as needed for meetings and events hosted and/or coordinated by the Environmental Justice Program. These include but are not limited to quarterly CalEPA Tribal Advisory Committee Meetings and internal Tribal and Environmental Justice Liaison meetings.

### **Typical Physical Conditions/Demands:**

The job requires extensive use of a personal computer and the ability to sit/stand at desk, utilize a phone, and type on a keyboard for extended periods of time. Ability to lift 15 pounds, bend and reach above shoulders to retrieve files and/or documents.

### **Typical Working Conditions:**

OEHHA has a hybrid work environment that includes work in an office setting in a downtown high-rise building and telework at home. The air-conditioned accommodations consist mainly of open areas furnished with cubicles. Not all areas have direct natural illumination. Time-critical assignments are part of the workload. This position requires extended periods of reading and writing, frequently using computer workstations, statistical and analytical computer packages, communication resources, and word processing software. Available to travel statewide and occasionally out of state. May be required to travel to other locations for business related needs as necessary.

### **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:**

