# **DUTY STATEMENT CURRENT PROPOSED**

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| RPA Number:  CEERB-010 FY 22-23 | Classification Title:  Senior Environmental Scientist (Specialist) | Position Number:  811-130-0765-002 |
| Incumbent Name: | Working Title:  CalEnviroScreen Senior Environmental Scientist | Effective Date: |
| Tenure:  Permanent | Time Base:  Full Time | Intermittent Hours Per Month: |
| Division/Office:  Division of Scientific Programs/ Community and Environmental Epidemiology Research Branch | Section/Unit:  Community Assessment and Environmental Trends Section/ Environmental Trends Unit | Reporting Location:  Oakland or Sacramento |
| Supervisor’s Name: | Supervisor’s Classification:  Senior Environmental Scientist (Supervisory) | CBID:  R10 |
| Confidential Designation:  YES NO | Designated Position for Conflict of Interest:  YES NO | Position Telework Eligible:  YES NO |
| Supervision Exercised:  None Lead Managerial Supervisory | | |

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| **Human Resources Use Only:** | | | |
| **HR Analyst Approval:** | | **Date:** | |
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| **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 Community Assessment and Environmental Trends Section (CAETS) in the Community and Environmental Epidemiology Research Branch (CEERB) within the Office of Environmental Health Hazard Assessment has responsibilities for directing two major program areas within the branch. These two programs are (1) the development and updating of the CalEnviroScreen cumulative impacts screening tool and (2) the analysis of environmental and population data to characterize statewide trends in environmental conditions. Each of these programs is housed in a unit (the Community Assessment and Research Unit and the Environmental Trends Unit). CAETS also provides technical assistance related to the evaluation of cumulative impacts to other programs in OEHHA, the California Environmental Protection Agency (CalEPA), and other California government entities and supports the identification of disadvantaged communities under Senate Bill (SB) 535 of 2012.  Under direction of the Chief of the Environmental Trends Unit (ETU), the Senior Environmental Scientist (Sr. ES) (Specialist) will have lead responsibility for designing and developing scientific methods that supports the unit’s efforts to analyze trends and evaluate equity in the geographic distribution of data from CalEnviroScreen indicators over versions and time. The Sr. ES (Specialist) develops written and visual materials, including technical reports and maps, to communicate the findings of the trends analyses. The Sr. ES (Specialist) serves as a team member and consults with CalEPA boards and departments and other stakeholders to ensure the Unit’s work is scientifically appropriate and meaningful. The Sr. ES (Specialist) will perform the following duties and other related work: | | | |
| **Essential Functions (Including percentage of time):**  **30% Design of Methodological Approaches to Evaluating Environmental Trends**  Serve as the lead on the development of study designs, including research methods, to track changes and measure trends in individual and cumulative environmental health data used in CalEnviroScreen. Review and summarize scientific literature and published reports on approaches to track changes and measure environmental trends, with an emphasis on geographic-, cumulative-, and equity-focused methods. Develop expertise in the environmental datasets within CalEnviroScreen in order to develop methods to analyze changes in environmental conditions that are responsive to California and federal environmental policies and regulations, e.g., develop study hypotheses that consider changes in regulations (e.g. changes to drinking water monitoring or hazardous waste and solid waste facility permitting) and their impact on CalEnviroScreen indicator scoring. Use CalEnviroScreen environmental indicators to identify which indicators should be back calculated using current methodologies. Conduct research and summarize how uses of the tool (such as SB 535 disadvantaged community designations) may influence changes in scoring across versions. Prepare presentations, develop written documentation, and make recommendations of proposed methodological approaches for review by Unit and Section Chiefs.  **25% Consultation and Outreach on CalEnviroScreen trends analysis**  Coordinate the development of an ongoing public engagement plan to receive feedback on the CalEnviroScreen trends analysis. Consult with academics, community-based organizations, and other stakeholders with expertise in environmental health or environmental justice to identify research priorities and which environmental datasets to prioritize. Consult with program staff from CalEPA Boards and Departments on proposed indicators, measures of community disadvantage, and how uses of the tool may impact the trends analyses. Receive public input at workshops, webinars, or community meetings on the findings of trends analyses. Improve the methods and deliverables based on internal and external stakeholder feedback. Assist with developing scopes of work for possible consultation with external experts to supplement scientific bases for trend analysis.  **20% Development of Reports and Other Public Materials**  Produce internal written summaries and presentations of trends analyses describing the changes in conditions by individual and cumulative indicators for periodic review by Unit chief. For supervisor and OEHHA management review, prepare drafts of public materials on the trends analyses, which may include technical reports, data visualizations, factsheets, web content, and mapping applications. Coordinate with OEHHA’s web team, after approvals, to publish these materials on OEHHA’s website. Lead the preparation of manuscript drafts for publication in scientific journals with Section staff and other collaborators on analyses of CalEnviroScreen indicators trends.  **15% Trends Analysis of CalEnviroScreen Environmental data**  Develop expertise on environmental indicators used in CalEnviroScreen in order to support the Unit’s trends analysis. Maintain expertise on CalEPA environmental data sources used in the tool and the programs that provide the underlying data in order to facilitate the trends analysis. Work with other scientists in the Unit to gather, clean, and analyze environmental datasets, including the reanalysis of historic data, using methodological approaches developed by the Unit. Use statistical software (such as R or SAS) and geographic information systems (GIS) software (such as ArcGIS) to conduct the statistical and spatial trends analyses of CalEnviroScreen data. For the indicators analyzed, document the analyses as written documents and as statistical programming language (such as R or Python) coding. Examine multiple CalEnviroScreen environmental indicators in order to perform cumulative analyses of trends. Conduct sensitivity analyses to understand uncertainties in the analyses.  **Marginal Functions (Including percentage of time):** | | | |
| 5% | **Continuing Education.** Attend relevant scientific meetings and conferences at the local and national level and make presentations where appropriate. Attend continuing education courses to maintain and further develop technical skills and expertise. | | |
| 5% | **Racial Equity and Environmental Justice (REEJ).** Participate and engage in REEJ related trainings and activities that will promote strategies and policies for advancing REEJ in OEHHA. Collaborate with internal working groups to promote REEJ practices. Attend trainings to support the development of materials for environmental justice, enhancing the Section’s outreach through various documents like fact sheets, presentations, and plain language materials to communicate OEHHA’s REEJ work in CalEnviroScreen activities. | | |
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| **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. | | | |
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| **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. The work schedule is Monday through Friday. Mandatory overtime, including evening and weekend work may be necessary when the department is mission tasked.  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. | | | |
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| **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:**

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| 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.)* | | |
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| Do you need a reasonable accommodation to perform the essential functions of this position? | | |
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| |  |  | | --- | --- | | **YES** | **NO** | | | |
| Employee Name | Employee Signature | Date |
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