

DUTY STATEMENT

Employee Name: Vacant	Position Number: 580-650-0765-909
Classification: Senior Environmental Scientist (Specialist)	Tenure/Time Base: Permanent / Full-Time
Working Title: Emergency Preparedness Specialist	Work Location: 1725 23 rd Street, Suite 110, Sacramento, CA 95816
Collective Bargaining Unit: R10	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Environmental Health / Division of Radiation Safety & Environmental Management	Branch/Section/Unit: Environmental Management Branch

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) 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 departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by advancing the health and well-being of California's diverse people and communities by protecting the public's health, promoting health and wellness, empowering the public health workforce, and enhancing services through agile operations.

Under the direction of the Environmental Program Manager II (EPM II) of the Environmental Management Branch (EMB), the Senior Environmental Scientist (Specialist) (SES [Spec]) serves as the coordinator and primary emergency preparedness planner for the development, implementation, and coordination of emergency operations associated with the EMB programs and general environmental health preparedness programs. The SES (Spec) coordinates directly with the EMB

management and program staff; other management and program staff within the Division of Radiation Safety and Environmental Management (DRSEM); the Center for Environmental Health (CEH); and other Departmental programs to integrate emergency response plans and operations. The incumbent prepares and drafts plans, provides response coordination, conducts outreach, develops and delivers training, coordinates and participates in exercises and attends meetings focused on emergency preparedness. The SES (Spec) also coordinates and participates in activities directly with local governments, the California Office of Emergency Services (OES) as well as with the Department's Center for Preparedness and Response (CPR). The SES (Spec) will also be required to be available after normal business hours and during weekends and holidays to support CDPH emergency operations.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: Up to 35% per month which may require an overnight stay(s).
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other: Sitting, standing, stooping, bending, walking, and transporting and moving items weighing up to 20 pounds. Working outdoors at times.

Essential Functions (including percentage of time)

- 30% Coordinates the development and implementation of EMB emergency response and recovery plans to address public health emergencies. Develops procedures to integrate EMB Incident Action Plans into the CPR Medical and Health Coordination Center (MHCC) Action Plans, as well as the EMB Emergency Operations Plan and Continuity of Operations Plan. Collaborates with CEH, DRSEM and EMB program management and staff, along with representatives from federal, state, and local emergency response agencies, to ensure that the development of emergency response and recovery action plans between the Department and other agencies are effective, consistent, and compatible. Coordinates with CDPH Health and Safety Officer for information on EMB field Staff Safety procedures. Develops and delivers information, training, and exercises for EMB staff and management related to the Branch's emergency plans, procedures, and health and safety guidelines. Assists the Branch Chief in health, safety, and emergency preparedness activities relevant to the Branch and its staff. Manages and edits the Branch Respiratory Protection Program, including records associated with the plan, and activities necessary to maintain the current program.
- 25% Develops and delivers information through training, outreach, and exercises for volunteers, local public health departments, environmental health departments, state employees, and other emergency response personnel in public and private sectors, assisting in the response to environmental and public health disasters involving chemical, biological, and/or nuclear/radiological emergencies. Provides information on preparedness, protective actions, decontamination, and mass care. Participates as a Liaison for EMB in interagency partner meetings with public health and environmental health departments for emergency preparedness coordination purposes.

- 25% Develops, revises, and updates plans and procedures; prepares routine and complex correspondence, special reports and other assignments as needed. May prepare issue memorandums, controlled correspondences, and legislative reports. Makes presentations and represents EMB at meetings, training sessions, exercises, and conferences. Responds to actual public health emergencies at the CDPH MHCC and/or State Operations Center. Monitors and updates deliverables, progress, and achievements on Branch-related emergency preparedness.
- 15% Provides assistance to CPR and the CDPH Office of Public Affairs in developing messages, fact sheets, and guidance documents associated with emergencies that directly impact EMB programs. Assists with developing and maintaining statewide plans for all hazards as needed. This includes, but is not limited to, the State Hazard Mitigation Plan, the CDPH Nuclear Detonation Operations Plan, the Cal Office of Emergency Services Nuclear Detonation Response Plan ESF8 Annex, and the Emergency Operations Manual.

Marginal Functions (including percentage of time)

5% Performs other work-related duties as required.

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor’s Name:	Date	Employee’s Name:	Date
Supervisor’s Signature	Date	Employee’s Signature	Date

HRD Use Only:

Approved By: Nathalia Klyn

Date: 07/24/2024