

DUTY STATEMENT

Employee Name:	Position Number: 580-700-3852-001
Classification: Senior Industrial Hygienist	Tenure/Time Base: Permanent/Full-time
Working Title: Industrial Hygienist	Work Location: 850 Marina Bay Parkway, Richmond CA 94804
Collective Bargaining Unit: S10	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Laboratory Sciences	Branch/Section/Unit: Operations Branch/Lab Operations Section

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 performing a variety of investigations, monitoring, and inspection activities for the purpose of identifying employee health and safety and facility infrastructure problems.

The Senior Industrial Hygienist (SIH) working as the Center for Laboratory Sciences (CLS) laboratory certified Industrial Hygienist, collaborates with laboratory managers and is a leading member of the Laboratory Practices Health and Safety Committee to evaluate identified workplace hazards and laboratory practices to achieve consensus on the remedial action if occupational hazard is detected. Has authority to order cessation of work or shut down operations across CLS programs should any hazard to employees exist. Works collaboratively with CLS leadership, divisions, and branches to ensure occupational health and safety matters are in compliance; makes recommendations for the

prevention, elimination, or control of hazards; and identifies and assists with training matters as necessary. Up to 5% travel may be required to attend conferences, trainings, and workshops.

The incumbent works under the general direction of the Research Scientist Supervisor II (RSS II), Chief of the Lab Operations Section.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: Up to 5%
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification: Certified Industrial Hygienist (CIH), Professional Engineer (PE), or Certified Safety Professional (CSP)
- Other:

Essential Functions (including percentage of time)

- 40% Serves as lead hygiene expert for CLS and provides guidance to safety officer staff. Ensures all laboratory activities conducted in campus laboratories are compatible with the building engineering support systems and are designed to meet quality and safety systems criteria in accordance with CDC Biosafety in Microbiological and Biomedical Laboratories Guidelines, 6th Edition. Responsible for conducting monthly inspections of CLS laboratory facilities. Works with laboratory managers, program safety officers, and quality scientists to plan, coordinate, and guide CLS safety staff on critical hygiene procedures to identify workplace hazards and laboratory practices to achieve consensus on the remedial action if occupational hazard is detected. Has authority to order cessation of work or shut down if: 1) occupational hazard is not correctable or not corrected in a timely manner; 2) the activity presents an imminent hazard to employee health and safety; 3) an internal or external disaster occurs that warrants either evacuation or Shelter in Place. Responsible for monitoring the annual testing and certification of CLS biosafety cabinets and laboratory chemical fume hoods in accordance with Cal-OSHA ventilation standards. Maintains copies of written and electronic documentation of actual test results and methodologies utilized by Facilities Management Services (FMS) or outside vendors, for inspections by the regulatory authority.
- 35% Develops, implements, and enforces center-wide hygiene plan for CLS programs. Ensures that laboratory practices and procedures are maintained in a manner that promotes employee health and safety. Responsible for the implementation and maintenance of various policies and procedures related to toxic chemicals, biological agents, laboratory gases, including high-risk pathogens and substances. Conducts monthly inspections of laboratory areas and practices. Monitors required “initial” and “refresher” training in respirator use and respirator fit testing as offered by the CDPH H&S section for CLS employees. Updates and maintains manuals blood borne pathogen for non-biologists, and other training as designated by the Lab Operations Section Chief or the Deputy Director of CLS.
- 20% Identifies and evaluates occupational hazards in the workplace; prepares written reports of findings and recommendations for controlling hazards; prepares and presents health and safety

training programs; and participates in site inspections and accident investigations within CLS programs. Performs the industrial hygiene activities relative to laboratory activities/accidents and employee complaints. Prepares corrective action reports and other related reports of these activities and distributes copies in accordance with various statutory and regulatory requirements. Responds to emergencies involving chemical or bio-hazardous spills or accidents in the CLS laboratories and coordinates with FMS for emergencies on the Richmond Campus. Serves as a member of the first-response team to evaluate the situation and determine course of action.

Marginal Functions (including percentage of time)

5% Responds and coordinates activities to address emergencies involving hazardous or radioactive spills or accidents in CLS laboratories and coordinates with FMS for emergencies on the Richmond Campus. Serves as a member of the first-response team to evaluate the situation and determine course of action. May be involved with the clean-up or coordination of the accident and subsequent proper disposal of the product. 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: HH
 Date: 12/12/24