

DUTY STATEMENT

Employee Name:	Position Number: 580-120-3856-703
Classification: Associate Industrial Hygienist	Tenure/Time Base: Permanent / Full-Time
Working Title: Industrial Hygienist	Work Location: 1615 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: R10	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Human Resources Division	Branch/Section/Unit: Health and Safety 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 ensuring that the Department's employee Health and Safety (H&S) program is implemented and followed by promoting an effective Injury and Illness Prevention Program (IIPP), ergonomics program, respiratory protection program, and first aid program.

The Associate Industrial Hygienist (AIH) implements Department-wide H&S programs and policies, and performs the more difficult investigations and inspection activities for the purpose of identifying, addressing, and preventing workplace hazards. The AIH also ensures that workplaces are in compliance with Title 8 of the California Code of Regulations, which governs workplace health and safety standards. This role requires collaboration with all levels of management through the department to provide oversight, identify occupational health hazards, and implement remedial

actions to mitigate risks effectively.

The incumbent works under the general direction of the Senior Environmental Scientist (Supervisory) [Sr. ES (Sup)] of the H&S Section.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: Up to 20% may be required.
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

- 25% Acts as a lead ergonomist directing subordinates in the proper performance of ergonomic evaluations for in house staff. Makes recommendations for the improvement of workstations and work processes to minimize ergonomic risks. Prepares reports to summarize ergonomic evaluation findings and recommendations. Maintains searchable database of reports. Authors "Ergonomic Tips" in the quarterly newsletter for all CDPH employees highlighting good ergonomic practices. Serves as CDPH expert in procurement of ergonomic chairs. Works with third party vendors to source correct ergonomic equipment to solve ergonomic challenges. Serves as expert in setting up remote workstations. Conducts ergonomic trainings for supervisors. Coordinates with the Disability Management Unit for ergonomic solutions in disability cases. Responds to all ergonomic inquiries via the restricted access email box ergo@cdph.ca.gov.
- 25% Assists the CDPH Respirator Program Administrator to manage the respirator program. Conducts and oversees required "Initial" and "Refresher" trainings for both voluntary and required respirator users. Provides qualitative and quantitative respirator fit testing for staff who are part of the Respiratory Protection Program. Maintains accurate records of training, medical clearance, and fit testing for all respirator users. Works with third party contractor to facilitate medical clearance and fit testing. Responds to all respirator inquiries via the restricted access email box RPA@cdph.ca.gov. Conducts research on new respirator products and assists in the selection of appropriate personal protective equipment (PPE) for CDPH staff.
- 25% Manages and oversees third party health and safety contracts in such areas as medical surveillance and respirator fit testing. Acts as a safety expert to the various employee unions. During emergency response activation, coordinates with the Emergency Preparedness Office and the Medical and Health Coordination Center (MHCC) and provides safety training for staff who are deployed or otherwise working on the response (e.g., anticipating hazards, minimizing exposures, and using appropriate Personal Protective Equipment).
- 20% Provides expert technical consultation on H&S activities to CDPH leadership and programs across the Department. Implements the activities of the Department-wide occupational H&S program, or IIPP, to promote the health and safety of employees and contractors in offices,

laboratories, field operations, and emergency response. Anticipates, recognizes, evaluates, and controls health and safety hazards including 2019 Coronavirus (COVID-19) exposures. Employs established industrial hygiene and safety practices, procedures, and policies to reduce risks and to comply with applicable occupational safety regulations. Prepares written reports of findings and recommendations for controlling occupational hazards. Prepares and presents various H&S related trainings for CDPH staff. Participates in site inspections and accident investigations and maintains log of accident records. Acts as advisor in the subjects of aerosol transmissible diseases and blood borne pathogens. Keeps current on all applicable Cal/OSHA regulations and legislation. Stays abreast of emerging occupational health topics.

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: Skip Thomas
 Date: 12/30/2024

DUTY STATEMENT

Employee Name:	Position Number: 580-120-3855-703
Classification: Assistant Industrial Hygienist	Tenure/Time Base: Permanent / Full-Time
Working Title: Industrial Hygienist	Work Location: 1615 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: R10	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Human Resources Division	Branch/Section/Unit: Health and Safety 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 ensuring that the Department's employee Health and Safety (H&S) program is implemented and followed by promoting an effective Injury and Illness Prevention Program (IIPP), ergonomics program, respiratory protection program, and first aid program.

The Assistant Industrial Hygienist (AIH) implements Department-wide H&S programs and policies, and performs a variety of investigations, monitoring, and inspection activities of average difficulty for the purpose of identifying, addressing, and preventing workplace hazards that may lead to employee H&S problems. The AIH also ensures that workplaces are in compliance with Title 8 of the California Code of Regulations, which governs workplace health and safety standards. This role requires collaboration with all levels of management through the department to provide oversight, identify

occupational health hazards, and implement remedial actions to mitigate risks effectively.

The incumbent works under the direction of the Senior Environmental Scientist (Supervisory) [Sr. ES (Sup)] of the H&S Section.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: Up to 20% may be required.
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

- 30% Under direction of the lead ergonomist, performs ergonomic evaluations for in house staff. Makes recommendations for improvement of workstations and work processes to minimize ergonomic risks. Prepares reports to summarize ergonomic evaluation findings and recommendations. Maintains searchable database of reports. Authors "Ergonomic Tips" in the quarterly newsletter for all CDPH employees highlighting good ergonomic practices. Serves as CDPH expert in procurement of ergonomic chairs. Works with third party vendors to source correct ergonomic equipment to solve ergonomic challenges. Serves as expert in setting up remote workstations. Conducts ergonomic trainings for supervisors. Coordinates with Disability Management Section for ergonomic solutions in disability cases. Responds to all ergonomic inquiries via the restricted access email box ergo@cdph.ca.gov.
- 30% Assists the Respirator Program Administrator to manage the CDPH Respirator program. Conducts and oversees required "Initial" and "Refresher" trainings for both voluntary and required respirator users. Provides qualitative and quantitative respirator fit testing for staff who are part of the Respiratory Protection Program. Maintains accurate records of training, medical clearance, and fit testing for all respirator users. Works with third party contractor to facilitate medical clearance and fit testing. Responds to all respirator inquiries via the restricted access email box RPA@cdph.ca.gov. Conducts research on new respirator products and assists in the selection of appropriate personal protective equipment (PPE) for CDPH staff.
- 20% Manages and oversees third party health and safety contracts in such areas as providing first aid and AED services and training. Responsible for maintenance of the Health and Safety Intranet page.
- 15% Keeps current on all applicable California Division of Occupational Safety and Health (Cal/OSHA) regulations and legislation. Stays abreast of emerging occupational health topics.

During emergency response activation, coordinates with the Emergency Preparedness Office and the Medical and Health Coordination Center (MHCC) and provides safety training for staff who are deployed or otherwise working on the response (e.g., anticipating hazards, minimizing exposures, and using appropriate Personal Protective Equipment).

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: Skip Thomas

Date: 12/30/2024