

DUTY STATEMENT☒ **CURRENT**☒ **PROPOSED**

RPA Number: 25-SCPP-198	Classification Title: Research Data Specialist III	Position Number: 810-340-5770-001
Incumbent Name:	Working Title:	Effective Date:
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: Safer Consumer Products Program	Section/Unit: Market Research Unit	Reporting Location: Headquarters
Supervisor's Name: Michael Ernst	Supervisor's Classification: Supervising Hazardous Substances Engineer	CBID: R01
Confidential Designation: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Designated Position for Conflict of Interest: <input type="checkbox"/> YES <input checked="" 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**

HR Analyst Name Monica Vasquez	HR Analyst Signature <i>Monica Vasquez</i>	Date 6/5/2024
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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.

Equity Statement

The Department of Toxic Substances Control (DTSC) values diversity, equity, and inclusion throughout the organization. We foster an environment where employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. We believe the diversity of our employees is essential to inspiring innovative solutions. Together we further our mission to protect California's people and environment from harmful effects of toxic substances by restoring contaminated resources, enforcing hazardous waste laws, reducing hazardous waste generation, and encouraging the manufacture of chemically safer products.

Position Description

Under the general direction of the Supervising Hazardous Substances Engineer I, the Research Data Specialist III (RDS III) is a highly skilled practitioner for the Safer Consumer Products Program (SCP). In a lead role, The RDS III serves as the prime resource person to a diverse team of scientists, engineers, and other research program specialists to design and implement SCP product, market, fiscal, and economic research activities. The RDS III provides expert consultative services and advice about major,

complex economic, fiscal, and market research and analyses to DTSC management in the SCP program, as well as to departmental staff, legislative bodies, and state and federal governmental agencies. The RDS III also presents findings related to research regarding various elements of the SCP program.

The RDS III must have knowledge of principles and practices of market analysis and research, economics, demographic studies, data collection and management, product marketing, merchandising, marketing management, and public relations. The RDS III must be familiar with State and Federal environmental statutes. The RDS III must have the ability to lead teams, maintain good working relationships, establish professional cooperative relationships with business groups and academia, use tact and good judgment in dealing with the public and other employees, communicate effectively and logically, and consider research data and evidence to reach accurate and defensible conclusions. The RDS III must possess exceptional oral and written communication skills and the ability to adapt to rapidly changing priorities and issues. This position may require irregular hours.

The RDS III leads, designs, and conducts the most complex market research and data analysis projects involving research and development of market research studies, economic modelling, demographic pattern studies, and scientific/occupational health studies in order to support rulemaking and policy analysis for a wide range of consumer products. The RDS III also identifies new sources for collecting market and other relevant data, coordinating data collection and evaluation, utilizing innovative data tools, and assessing patterns in order to estimate impacts and future changes. The incumbent also communicates research methods, findings, and outcomes to SCP project teams, senior program management staff, DTSC executives, and to staff and leaders at the local, state, and national level. Specific duties include, but are not limited to:

Essential Functions (Including percentage of time):

35%	<p><u>Complex Economic and Fiscal Impact Analysis</u></p> <p>Leads and conducts the most complex economic analyses utilizing advanced and innovative methodologies, techniques, and tools to ensure appropriate and effective regulatory implementation. Leads a diverse team to evaluate and apply economic models including, but not limited to Wassily Leontief's input-output model and IS-LM model in order to evaluate economic and fiscal impacts. Evaluates and determines the potential use of the models to track the flow of resources and chemicals through the California economy to ensure appropriate information is considered when identifying chemical/product combinations. Identifies whether or not the models can clarify the impact of proposed policy changes. Identifies, selects, and utilizes tools to monetize positive and negative externalities for chemicals of concern and conducts cost benefits analysis in order to evaluate alternatives. Provides the analyses to DTSC executive management, CalEPA Secretary, the Governor's office, and/or stakeholders to ensure complete understanding of the rationale for SCP regulatory activities. Works with SCP's Alternative Analysis team to incorporate economic analysis methodologies into guidance documents used by external regulated stakeholders responsible for conducting Alternatives Analyses as required by the SCP regulations. Evaluates economic impact analyses submitted to DTSC in Alternatives Analyses to ensure the quality of the analyses. Directs a team to produce detailed economic impact reports in order to meet the requirements for all regulations. Utilizes tools such as the Regional Economic Models, Inc. (REMI) models specified by the Department of Finance to conduct a Standardized Regulatory Impact Assessment to ensure compliance with regulatory requirements. Develops partnerships with industry, academia, and government agencies to collect data as required in order to complete the Department of Finance's Form 399 and other related associated staff reports.</p>
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30%	<p><u>Complex Market Research Studies</u></p> <p>Leads team to plan, design, and implement major complex market research studies and projects; Teams will collect and evaluate product markets, supply chains, economic and sales data from reports, databases, surveys, and other sources of information to ensure the identification and selection of priority products under the SCP regulations as well as to ensure identification of responsible entities during compliance and enforcement activities. Directs SCP teams to develop research studies, surveys and other intensive investigation and data collection methods and tools in areas where information is not available in order to ensure successful implementation of SCP regulations. Identifies and secures access to relevant data sources in order to characterize product markets and supply chains. Directs the development of recommendations based on data collection, analysis and findings. Provides supporting information to support chemical and product research to ensure effective policy evaluation around the selection of consumer products to be regulated as Priority Products. Presents the findings supporting product selection to DTSC executive management, CalEPA Secretary, the Governor's office, and/or stakeholders to ensure appropriate understanding of economic, fiscal, and market impacts. Manages the efforts to monitor and analyze various emerging business sector trends related to safer consumer products and the use of safer alternative chemicals utilizing trade publications, industry news, market reports, and data management and gathering tools.</p>
25%	<p><u>Demographic Pattern Studies with Statistical Modeling and Analyses</u></p> <p>Directs a diverse team in complex demographic research in order to determine the scope and parameters of research criteria and performs statistical studies involving the assessment of demographic patterns and trends related to chemicals of concern. Determines and utilizes proven methodologies and statistical tools to test the sensitivity of economic and decision-making as well as toxicological models to specific inputs to ensure sound decisions.</p>
5%	<p><u>Other Related Duties</u></p> <p>Develop internal/external market assessment and/or market development contracts when necessary in order to complement SCP efforts related to market research studies. Directs a team and gives direction on the analyses of findings on the feasibility, impact, and the safer consumer product alternative potential in the marketplace, such as acceptance and commercialization to ensure a solid basis for the identification of chemical/product combinations.</p>
5%	<p><u>Administrative Duties</u></p> <p>Performs administrative duties including, but not limited to: adheres to Department policies, rules and procedures; submits administrative requests including leave, overtime, travel, and training in a timely and appropriate manner; accurately reports time in the Daily Log system; and submits timesheets by the due date.</p>

Typical Physical Conditions/Demands:

The RDS III works inside a high-rise building on the 12th floor in close proximity to other employees and uses typical office equipment, such as: telecommunications equipment, computers, photocopiers, scanners, and fax machines.

Typical Working Conditions:

Standing, bending, walking, and stooping are required. The RDS III may sit for prolonged periods while reading, working on a computer, or participating in meetings or discussions. Occasional overnight travel is required.

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:**Supervisor Statement**

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

Supervisor Name	Supervisor Signature	Date

Employee Statement

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.)*

Do you need a reasonable accommodation to perform the essential functions of this position?		
Employee Name	Employee Signature	Date