

DUTY STATEMENT

Employee Name: VACANT	Position Number: 580-630-3779-909
Classification: Assistant Health Physicist	Tenure/Time Base: Permanent / Full-Time
Working Title: PPRT (Policy, Procedures, Regulations, and Training) Health Physicist	Work Location: 1500 Capitol Avenue, MS 7610 Sacramento, CA 95814
Collective Bargaining Unit: R10	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Environmental Health / Division of Radiation Safety and Environmental Management	Branch/Section/Unit: Radiologic Health Branch / Radioactive Materials Licensing 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 CDPH's mission and strategic plan by performing entry-level duties of the Radioactive Materials Licensing (RML) Section for licensing the safe use of radioactive materials.

The Assistant Health Physicist (Asst. HP) works under the supervision of the Supervising Health Physicist (Sup. HP) and is responsible for applying principles of radiation and health physics, and radiation control regulations, to assist in developing policies, procedures, and regulations. Facilitates and implements information technology integration and coordinate technical and non-technical trainings and meetings in the RML Section.

The Asst. HP will assist in the review of radioactive materials license applications for various radioactive materials licenses in accordance with Title 10, Code of Federal Regulations (10 CFR) and Title 17, California Code of Regulations (17 CCR), of average difficulty and complexity. The Asst. HP helps determine the health physics and engineering regulatory standards and policies that are applicable to ensure the health and safety of workers, members of the public, and the environment. The Asst. HP participates in on-site facility inspections of various radioactive materials licenses and licensees. The Asst. HP is provided didactic training and will attend both in-state and out-of-state training.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: Up to 15% as required, which may include overnight stay(s).
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

- 20% Participates in on-the-job, self-directed, and formal didactic technical training through U.S. Nuclear Regulatory Commission-sponsored training courses, training courses offered by other agencies and companies, and assignment of work from one or more licensing units of the RML Section. Accompanies and assists with on-site visits for the purpose of inspection, radiation assessment and measurement, monitoring, surveying, and sample collection for various radioactive materials licenses and licensees.
- 20% Participates in projects and initiatives relating to complex and politically sensitive information notices, policies, procedures, and regulations related to the acquisition, possession, use, decommissioning, and disposal of radioactive materials ensuring compliance with California laws, federal guidelines, departmental practices, policies, and procedures, and the California Administrative Procedures Act (CAPA) for adopting, amending, or repealing regulations, as necessary. Assesses the impact of notices, policies, procedures, and regulations by applying principles of radiation and health physics, and radiation control regulations. Prepares and revises RML Section policies and procedures including, but not limited to, those relating to radioactive material licenses, license conditions, and legally binding requirements. Coordinates training to staff on new or updated notices, policies, procedures, and regulations.
- 20% Participates in or leads projects and initiatives relating to RML Section technology improvements and implementation by applying principles of radiation and health physics, and radiation control regulations. Reviews, analyzes, and evaluates current database functionality for alignment with RML Section needs and operations. Facilitates, creates, or

proposes improvements to relevant database queries based on operational needs. Reviews, analyzes, and evaluates improvements to RML Section administrative processes and practices, including, but not limited to correspondence and documentation custody and control, and technological integration.

20% Participates in or leads projects and initiatives relating to RML Section staff technical training and qualifications. Maintains technical training records for RML Section staff and coordinates training opportunities to address RML Section requirements ensuring alignment with RHB practices, policies, and procedures. Coordinates training requests from Radiologic Health Branch (RHB) staff for approval by the RHB Branch Chief. Communicates and facilitates training requests with approving authorities. Assists with securing venues, vendors, training contracts, and related needs.

15% Performs reviews of average difficulty and complexity for new radioactive material license applications, requests for changes to existing licenses, applications for renewal of existing licenses, and requests for termination of a license evaluating for safe facility operations through the effectiveness of radiation protection methods including use of engineering and administrative controls and qualifications of individuals using radioactive materials. Assists in determining and applying appropriate radiation protection standards using federal and state regulatory practices; Determines the need for and prepares related correspondence and drafts licensing actions for approval by the Sup. HP or a Senior Health Physicist.

Marginal Functions (including percentage of time)

5% Participates in nuclear emergency response training, outreach activities, and other duties as assigned or 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: DN
 Date: 3/2025

DUTY STATEMENT

Employee Name: VACANT	Position Number: 580-630-3781-909
Classification: Junior Health Physicist	Tenure/Time Base: Permanent / Full-Time
Working Title: PPRT (Policy, Procedures, Regulations, and Training) Health Physicist	Work Location: 1500 Capitol Avenue, MS 7610 Sacramento, CA 95814
Collective Bargaining Unit: R10	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Environmental Health / Division of Radiation Safety and Environmental Management	Branch/Section/Unit: Radiologic Health Branch / Radioactive Materials Licensing 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 CDPH's mission and strategic plan by performing trainee-level duties of the Radioactive Materials Licensing (RML) Section for licensing the safe use of radioactive materials.

The Junior Health Physicist (JHP) works under the close supervision of the Supervising Health Physicist (Sup. HP) and is responsible for learning and applying principles of radiation and health physics, and radiation control regulations, learning and training in developing policies, procedures, and regulations, facilitate and implement information technology integration, and coordinate

technical and non-technical trainings and meetings in the RML Section.

The JHP will be preparing and learning for advancement by on-the-job training in the review of radioactive materials license applications for various radioactive materials licenses in accordance with Title 10, Code of Federal Regulations and Title 17, California Code of Regulations, of least difficulty and complexity. The JHP learns the health physics and engineering regulatory standards and policies that are applicable to ensure the health and safety of workers, members of the public, and the environment. The JHP participates in on-site facility inspections of various radioactive materials licenses and licensees. The JHP is provided didactic training and will attend both in-state and out-of-state training.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: Up to 15% as required, which may include overnight stay(s).
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

- 25% Participates in on-the-job, self-directed, and formal didactic technical training through U.S. Nuclear Regulatory Commission-sponsored training courses, training courses offered by other agencies and companies, and assignment of work from one or more licensing units of the RML Section. Assists with on-site visits for the purpose of inspection, radiation assessment and measurement, monitoring, surveying, and assists in sample collection for various radioactive materials licenses and licensees.
- 20% Learns and participates in training on projects and initiatives relating to complex and politically sensitive information notices, policies, procedures, and regulations related to the acquisition, possession, use, decommissioning, and assists with disposal of radioactive materials ensuring compliance with California laws, federal guidelines, departmental practices, policies, and procedures, and the California Administrative Procedures Act for adopting, amending, or repealing regulations, as necessary. Learns and participates in training on assessing in the impact of notices, policies, procedures, and regulations by applying principles of radiation and health physics, and radiation control regulations. Learns and participates in training on drafting and revising RML Section policies and procedures including, but not limited to, those relating to radioactive material licenses, license conditions, and legally-binding requirements. Participates in training to staff on new or updated notices, policies, procedures, and regulations.
- 20% Learns and participates in training on projects and initiatives relating to RML Section technology improvements and implementation by applying principles of radiation and health physics, and radiation control regulations. Helps review, analyze, and evaluate current database functionality for alignment with RML Section needs and operations. Assists in

facilitating, creating, or proposing improvements to relevant database queries based on operational needs. Helps in the review, analysis, and evaluation of improvements to RML Section administrative processes and practices, including, but not limited to correspondence and documentation custody and control, and technological integration.

20% Participates in projects and initiatives relating to RML Section staff technical training and qualifications. Helps maintain technical training records for RML Section staff and coordinates training opportunities to address RML Section requirements ensuring alignment with Radiologic Health Branch (RHB) practices, policies, and procedures. Coordinates training requests from RHB staff for approval by the management. Communicates and facilitates training requests with approving authorities.

10% Learns and participates in on-the-job training in performing least difficult and complex reviews of new radioactive material license applications, requests for changes to existing licenses, applications for renewal of existing licenses, and requests for termination of a license evaluating for safe facility operations through the effectiveness of radiation protection methods including use of engineering and administrative controls and qualifications of individuals using radioactive materials. Learns and participates in on-the-job training in determining and applying appropriate radiation protection standards using federal and state regulatory practices. Learns and participates in on-the-job training in preparing related correspondence and drafting licensing actions for approval by Management.

Marginal Functions (including percentage of time)

5% Participates in nuclear emergency response training, outreach activities, and other duties as assigned or 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: DN
 Date: 3/25