

DUTY STATEMENT

Employee Name: VACANT	Position Number: 580-630-3803-909
Classification: Associate Health Physicist	Tenure/Time Base: Permanent / Full-Time
Working Title: PRRT (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 California Department of Public Health's (CDPH) mission and strategic plan by performing the journey-level duties of an Associate Health Physicist (AHP) within the Radioactive Materials Licensing (RML) Section. The role involves utilizing specialized health physics knowledge to develop policies, procedures, regulations, information technology integration, and technical and non-technical training. Duties also include the licensing of radioactive materials, radioactive materials decommissioning projects (including financial surety), conducting engineering and safety evaluations of radioactive sealed sources and devices containing radioactive sources, and performing other complex health physics work.

The incumbent works under the direction of the Supervising Health Physicist (SHP), RML Section Chief.

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% Develops, reviews, and analyzes complex and politically sensitive information notices, policies, procedures, and regulations related to the acquisition, possession, use, decommissioning, and disposal of radioactive materials. Ensures 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. Assesses the impact of notices, policies, procedures, and regulations by applying specialized health physics expertise. Drafts and revises policies and procedures and provides training to staff on new or updated notices, policies, procedures, and regulations.
- 20% Independently reviews, analyzes, and evaluates new radioactive material license applications, amendment requests, license renewals, and termination requests for completeness, accuracy, and compliance with state regulations, industry standards, and Radiologic Health Branch (RHB) practices. Evaluates proposed and current operating and emergency procedures for facilities intending to acquire or currently possessing radioactive materials. Assesses the training and experience of individuals responsible for radiation protection programs and authorized to use radioactive materials, ensuring adequacy and compliance with state and federal regulations. Determines the effectiveness of radiation protection methods through engineering and administrative controls and prepares related correspondence.
- 20% Supports Radioactive Materials License (RML) website documentation and proposes and implements website integration improvements by applying expert health physics knowledge. Analyzes and ensures that current database fields are aligned with RML needs in conformance with health physics principals. Proposes and creates relevant database queries based on operational needs and specialized health physics requirements. Independently evaluates and redesigns the RML application process.
- 15% Leads assigned projects and initiatives, offering constructive feedback during peer reviews of licensing actions. Independently evaluates and suggests improvements to legally binding requirements (LBRs), maintaining oversight of LBRs through administrative processes.
- 15% Independently reviews and evaluates RML staff technical training and qualifications. Proposes training opportunities to address Section requirements, ensuring alignment with RHB

practices, policies, and procedures. Maintains technical training records for RML staff and coordinates training requests from 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.

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: Nathalia Klyn
Date: 09/27/2024