

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

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| RPA Number: 25-SCPP-226 | Classification Title: Senior Environmental Scientist (Supervisory) | Position Number: 810-342-0764-001 |
| Incumbent Name: | Working Title: External Communication and Environmental Justice Unit Supervisor | Effective Date: |
| Tenure: Permanent | Time Base: Full-Time | Intermittent Hours Per Month: |
| Division/Office: Safer Consumer Products Program | Section/Unit: Regulations and Policy Branch, External Communication and Environmental Justice Unit | Reporting Location: Berkeley |
| Supervisor's Name: Simona Balan | Supervisor's Classification: Environmental Program Manager I | CBID: S10 |
| Confidential Designation: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO | Designated Position for Conflict of Interest: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO | Position Telework Eligible: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| Supervision Exercised: <input type="checkbox"/> None <input type="checkbox"/> Lead <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Supervisory | | |

Human Resources Use Only:**HR Analyst Approval**

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| HR Analyst Name Monica Vasquez | HR Analyst Signature <i>Monica Vasquez</i> | Date 3/24/25 |
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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 Environmental Program Manager I (Supervisory), the Senior Environmental Scientist (Supervisory) (Sr ES Sup) is responsible for developing, organizing, directing, and evaluating work in the External Communication and Environmental Justice Unit in the Safer Consumer Products (SCP) Program. The Sr. ES (Sup) receives assignments and direction from the Environmental Program Manager I (Sup), Branch Chief. However, direction and assignments may also come from the Deputy Director of the SCP Program. The Sr. ES (Sup) supervises and directs the work of project managers of various engineering and scientific disciplines. The Sr. ES (Sup) has regular contact with Branch Chiefs, Executive Staff, the Office of Communications, external DTSC stakeholders including other federal, state, and local government agencies, as well as business, industry, trade, community, environmental and public interest groups by telephone, email, or in person. The incumbent should have excellent writing, editing, and speaking skills and will perform administrative and program management duties requiring independence of judgment and actions of confidentiality.

Specific duties include, but are not limited to, the following:

Essential Functions (Including percentage of time):

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| 25% | <p>Managing Interdisciplinary Teams</p> <p>Manages, guides, and directs interdisciplinary teams of scientists and engineers in support of implementing the Safer Consumer Product (SCP) Regulations (California Code of Regulations, title 22, chapter 55). Research the hazards and exposure potential of chemicals used in consumer products to identify product-chemical combinations for possible regulation; Curates the Department of Toxic Substances Control's (DTSC) informational list of Candidate Chemicals to meet the requirements in the SCP Regulations; Conducts information call-ins to manufacturers of chemicals and consumer products to ensure the program has best-available data; Evaluates and prioritizes products for possible designation as Priority Products under the SCP Regulations to protect California's people and environment; Develops guidance and criteria for identifying safer alternatives to Chemicals of Concern to avoid regrettable substitutions; Evaluates Alternatives Analyses submitted by manufacturers of Priority Products to ensure proper implementation of the SCP Regulations; developing regulations to effectively implement the Program's mandates; and engaging with interested and affected parties to gather input into the regulatory process. The incumbent will use tools such as Smartsheet and Teams Planner for managing the teams' work and have regular check-ins to assess progress. The incumbent will be responsible for reviewing and approving the teams' work products and briefing upper management.</p> |
| 20% | <p>Legislation, Project Management, and Budget</p> <p>Oversees review of proposed legislation (bill analysis), development of legislative proposals, and writing of regulation in support of SCP's mission to protect human health and the environment. Coordinates on these activities with the department's Office of Legislative and Regulatory Review. Promotes project management principles by overseeing staff to develop, use, and update tools necessary to plan, monitor, and execute projects successfully. Assists developing program goals, strategic and operational plans, and forecasts in order to support managing the branch and its budget; develops objectives for the branch's mandated products and services by participating in strategic planning sessions. Prepares budget-related documents, including, but not limited to, budget change proposals, work plans, and workload assessments, in order to meet the needs of the program. Develops contract proposals and manages contracts or supervises staff who manage contracts related to SCP's mission in order to meet programmatic goals.</p> |
| 20% | <p>Personnel Management</p> <p>Plans, organizes, directs, and provides managerial review of the work performed in the External Communication and Environmental Justice Unit, such as: research the hazards and exposure potential of chemicals used in consumer products; evaluates and prioritizes products for possible designation as Priority Products; develops regulations; develops guidance and criteria for identifying safer alternatives to Chemicals of Concern; evaluates Alternatives Analyses submitted by</p> |

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| | manufacturers of Priority Products; evaluates compliance with Priority Product regulations; engages with interested and affected parties; Works with the Office of Communications to issue press releases, answers media inquiries, and posts on social media; evaluates and expands the program's contribution to fostering environmental justice in the External Communication and Environmental Justice Unit to ensure high quality work in support of SCP's mission. Provides regular and timely written performance appraisals to staff to develop their skills and expertise. Counsels staff and initiates disciplinary actions as necessary. Recruits, hires, trains, develops, and provides leadership to staff in order to ensure SCP has the talent pool needed to perform its mandates. Complies with state and federal laws, rules, regulations, bargaining unit contracts and policies in all personnel practices, including, but not limited to: hiring, employee development, and management. Identifies appropriate long-range plans and goals to address succession planning and knowledge transfer. |
| 15% | Coordinating Implementation of SCP Regulations Coordinates with other supervisors and managers in the SCP Program to manage project schedules and resources to ensure effective use of resources in support of SCP's mission, using tools such as Smartsheet. Coordinates with various DTSC programs, other agencies and departments, and external stakeholder groups to ensure that the SCP regulations are implemented in a clear and transparent manner based on reliable scientific information. Provides consultation and participates in meetings. Provides input and support for the development and implementation of the SCP Strategic Plan and departmental policies related to chemicals management; reviews and provides feedback on documents pertaining to Candidate Chemicals, Priority Products, and Alternatives Analysis. Represents the department before the media and governmental, scientific, professional, and public groups regarding the SCP Program. |
| 10% | Overseeing IT Systems and Use of Software Tools Works with program and Office of Environmental Information Management to build and operate new information technology systems to manage complex data on the properties of chemicals and the consumer products that contain them, gathered from international and governmental entities (e.g., the Office of Environmental Health Hazard Assessment; the United States Environmental Protection Agency; the European Chemicals Agency, and others). Guides and directs staff to identify and evaluate data science tools and to use these tools to maintain the SCP Program's Candidate Chemicals List, evaluate Candidate Chemicals in consumer products, and understand consumer product use patterns, including in communities that have experienced environmental injustices. |
| 5% | Administrative Duties Performs administrative duties including, but not limited to: adhering to department policies, rules, and procedures; submitting administrative requests, including leave, overtime, travel, and training, in a timely and appropriate manner; accurately reporting time in the Daily Log system; and submitting timesheets by the due date. The incumbent performs the full range of supervisory and management duties, including, but not limited to: interpreting and adhering to state and federal laws, rules, regulations, bargaining unit contracts and policies in all personnel practices; providing direction and guidance regarding work assignments and daily work activities to ensure timely completion of assignments; reviewing work and evaluating performance of staff by providing regular feedback and completing timely probationary reports, annual performance appraisals, and individual development plans; monitoring employee performance and, if necessary, utilizing progressive discipline principles and procedures; completing personnel documentation; utilizing competitive hiring processes; and approving or denying administrative requests including leave, overtime, travel, and training. |
| 5% | Other In-House Activities Supervises other activities housed in SCP Program. Consults with federal, state, and local and federal organizations on technical issues related to DTSC's programs and activities as needed. |
| Typical Physical Conditions/Demands: | |
| The job requires extensive use of a personal computer and the ability to sit/stand at a desk, utilize a phone, and type on a keyboard for extended periods of time. | |
| Typical Working Conditions: | |
| The incumbent works in a high-rise building with artificial light and temperature control. The incumbent is physically separated from colleagues in offices statewide and frequently from the incumbent's supervisor, | |

requiring frequent contact via telephone, videoconferencing, electronic mail, and electronic file transfer and storage. The incumbent works in an office location and is expected to operate office equipment such as a computer, copy machine, telecommunications equipment, etc. The incumbent may be required to travel up to 10% of the time to DTSC offices or statewide, which may require overnight stays and travel by land, air or sea.

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 |
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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? ☐ YES ☐ NO

| Employee Name | Employee Signature | Date |
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