

Department of Toxic Substances Control
Position Duty Statement



Classification Title Environmental Scientist	Department Toxic Substances Control
Working Title	Office/Unit/Section/Geographic Location: HQ / Safer Consumer Products Program / Regulations & Policy Unit; Chemical & Product Evaluation Unit; Alternative Analyses Unit / Sacramento
Position Number 810-342-0762-001	Effective Date

General Statement: Under the direction of the Senior Environmental Scientist (Supervisory) the Environmental Scientist (ES) is responsible for researching candidate chemicals, identifying product-chemical combinations for designation as Priority Products, evaluating Alternatives Analyses submitted by product manufacturers, developing regulations, guidance, processes, tools, and legislative and policy proposals in support of the implementation of the Safer Consumer Products (SCP) regulations and program activities. Specific duties include, but are not limited to:

A. Specific Activities: Essential (E) / Marginal (M) Functions

25% **(E) Chemical and Product Research**

Uses scientific literature, databases, models, software tools, and other sources of reliable information to identify and assess hazard traits and toxicological endpoints of Candidate Chemicals pursuant to the SCP regulations. Evaluates the potential for exposure to Candidate Chemicals in consumer products that may be designated as Priority Products. Evaluates the function, physicochemical characteristics, hazards, and environmental fate and transport of Candidate Chemicals in consumer product(s); the design of consumer products and the chemicals they contain; the availability and feasibility of safer chemical alternatives; market and supply chain data for proposed Priority Products; and the regulation of proposed Priority Products by other federal, state, or local public agencies. Creates informatic tools to evaluate large data sets. Prepares written documentation including technical reports and memos to convey research findings, conclusions, and recommendations.

25% **(E) Rulemaking and Legislation**

Assists in the development of rulemaking proposals to implement the SCP regulations. Prepares and maintains required rulemaking documentation. Participates in peer and management reviews of rulemaking documents within DTSC and with other departments and agencies. Participates in public hearings and workshops and responds to stakeholder comments and inquiries. Analyzes proposed legislation that may affect the SCP regulations and their implementation. Assists in the development of legislative proposals. Participates in special rulemaking or legislative projects. Analyzes policy, scientific research, and data and develops recommendations.

25% **(E) Scientific and Alternatives Analysis**

Independently, or as part of a team, analyzes scientific, technical, and regulatory issues related to identifying Priority Products and evaluating Alternatives Analyses under the SCP regulations. Assists in the development of recommendations including, but not limited to, specific product-chemical combinations to be designated as Priority Products with Chemicals of Concern, and appropriate Regulatory Responses to be implemented after Alternatives Analysis. Plans, executes, and monitors work on projects to implement the SCP regulations. Serves on project teams of primarily scientists and engineers that evaluate products, the chemicals they contain, and safer alternatives. Supports other SCP program projects and teams engaged in scientific, informatic, and

policy analyses such as Alternative Analysis report reviews, information technology projects, or other toxics in products programs.

15% **(E) Technical Support and Stakeholder Outreach**

Assists in the development and maintenance of public information resources (e.g., fact sheets, databases, guidance documents, Web pages) about candidate chemicals and Priority Products identified pursuant to the SCP regulations. Prepares scientific and technical information and program guidance for departmental publication and use. Provides technical support to external stakeholders, including manufacturers and other responsible entities, regarding processes for selecting candidate chemicals and Priority Products or conducting Alternatives Analyses. Responds to written and verbal inquiries concerning scientific, technical, and regulatory issues related to the SCP regulations. Participates in public meetings, workshops, webinars, and conference calls regarding the SCP regulations and program activities.

5% **(E) Project Reporting**

Prepares various administrative reports such as budget, status, and progress reports. Participates on various project teams as needed, tracks project milestones, and reports on project outputs and outcomes. Fulfills other related duties as assigned

5% **(E) Administrative Duties**

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.

B. Supervision Received

The ES reports directly and receives majority of the assignments from the Senior Environmental Scientist (Supervisory) or the Supervising Hazardous Substances Engineer I. However, direction and assignments may also come from the Environmental Program Manager I (Supervisory) and the Deputy Director of the Safer Products and Workplaces Program.

C. Supervision Exercised

None.

D. Administrative Responsibility

None.

E. Personal Contacts

The ES has regular contact with staff and management within DTSC, as well as within CalEPA and other federal, state and local government agencies. Additionally, the ES will regularly interact with a wide variety of external stakeholders in business, industry, environmental groups, public health groups, academia, and the public at large. The ES may also interact on behalf of the department with print, radio, and television media representatives in coordination with the Executive Office and the Office of Communications. These contacts and interactions may be by telephone, email, or in person.

F. Actions and Consequences

The duties of the ES are to help implement DTSC's SCP regulations. Failure to effectively perform the duties of the position could result in failure of the department to meet its statutory and regulatory obligations for implementing the Safer Consumer Products program.

G. Functional Requirements

The incumbent works in a multi-story office building with artificial light and temperature control in close proximity of other employees. The incumbent must be able to operate office equipment such as: computers, copy machines, fax machines, telecommunications equipment, and etc. Physical requirements may include but are not limited to: sitting or standing for long periods of time; working at a computer for longer periods of time.

Travel may be required, and duration may require overnight to multiple days.

H. Other Information

The ES must have the ability to: establish cooperative working relationships with staff at all levels, both within and outside DTSC; establish effective working relationships with the regulated community; effectively communicate both verbally and in writing; analyze complex information and data; and provide clear, accurate, defensible analyses and recommendations.

I have read and understand the duties listed above, and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor).

Employee Signature

Date

Printed Name

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature

Date

Printed Name

Approved Date: (revised 10/10/2021 dls)