

DUTY STATEMENT

Employee Name:	
Classification: Senior Environmental Scientist (Supervisory)	Position Number: 580-617-0764-001
Working Title: Environmental Scientist Supervisor	Work Location: 500 N Central Ave, Suite 300 Glendale, CA 91203
Collective Bargaining Unit: S10	Tenure/Time Base: Permanent/Full-Time
Center/Office/Division: Center for Environmental Health/Division of Food, Drug and Cannabis Safety	Branch/Section/Unit: Food and Drug Branch/Food and Safety Section/Food Safety Inspection Unit

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.

Job Summary

Under the direction of the Food and Drug Unit Chief, the Senior Environmental Scientist (Sr. ES) will supervise and direct the work of Environmental Scientists conducting food safety inspections and sampling activities in the Glendale district office. The Sr. ES is responsible for staff development; conducting performance evaluations; overseeing and executing the Food Safety Inspection Unit (FSIU) workplan in the district; reviewing and approving inspection reports, laboratory analysis requests and associated regulatory documents; reviewing and approving corrective action plans submitted by the regulated community; interaction with internal and external stakeholders; performing the most highly technical and/or complex inspections; conduct, assign and oversee training courses provided to the regulated community in the district and time accounting and other administrative duties. The incumbent will work closely with the FSIU Chief to ensure that significant violations are identified and referred to an Investigator for enforcement. Once trained, the incumbent will conduct audits of narrative inspection reports and perform audits of field staff during inspections.

Special Requirements

- None
- Supervision Exercised
- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: Up to 30% is required; may attend and participate in state-sponsored, local, state, and national, required meetings and seminars, which may require an overnight stay(s).
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:

Other: Food and Drug Administration Commissioning

Essential Functions (including percentage of time)

50% Plan, organize, and direct all program activities within the Glendale district. Assign inspections and sampling; review and approve narrative inspection reports, laboratory analysis requests, and associated regulatory documents; utilize scientific principles and knowledge to evaluate firm compliance with applicable food safety laws and regulations; analyze, evaluate and approve corrective action responses submitted by regulated firms; draft and issue regulatory correspondence; draw valid conclusions based on inspection and sampling findings; conduct, assign, and oversee food safety training to the regulated community in the district. Schedule, implement and monitor the FSIU work plan in the district. Develop and implement district activities in accordance with Departmental and Branch policies and procedures.

20% Serve as a trainer, and supervise the development of skills and knowledge of assigned staff in program areas. Monitor, evaluate and document employee performance. Audit written inspection reports and perform field audits of district staff during inspections. Approve timesheets, leave requests, travel expense claims, and other personnel documents. Interact effectively with internal stakeholders including management, human resources, program support branch, etc. to identify and resolve issues that arise within the district.

10% Represent the Branch as a local contact and liaison related to technical and inspectional matters within the district. Interact effectively with external stakeholders including federal, state and local agencies, the regulated community, industry associations, and the public.

10% Supervise and/or conduct the most highly technical and/or complex inspections. Coordinate closely with the FSIU Chief to refer all significant violations to an Investigator for enforcement.

Marginal Functions (including percentage of time)

5% Monitor the use and availability of specialized inspection equipment (thermometers, cameras, pH and other meters, etc.) and supplies provided to the district office. The position requires the incumbent to obtain and maintain a commission from the U.S. Food and Drug Administration.

5% Attend meetings, training courses, and perform other work-related assignments as 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
HRB Use Only:			
Approved By: Erlene Ciceron	Date 12/26/2017		