



State of California  
 California Environmental Protection Agency  
 Office of Environmental Health Hazard Assessment

## DUTY STATEMENT

CURRENT       PROPOSED

RPA Number:	Classification Title: C.E.A. Level B (Deputy Director)	Position Number: 811-114-7500-001
Incumbent Name:	Working Title: Deputy Director, Division of Scientific Programs	Effective Date:
Tenure: Permanent	Time Base: Full Time	Intermittent Hours Per Month:
Division/Office: Division of Scientific Programs	Section/Unit:	Reporting Location: Sacramento or Oakland
Supervisor's Name: Dave Edwards	Supervisor's Classification: C.E.A. Level A	CBID: M01
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 checked="" type="checkbox"/> Managerial <input type="checkbox"/> Supervisory		

<b>Human Resources Use Only:</b>	
<b>HR Analyst Approval:</b>	<b>Date:</b>

### 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.

### Position Description

The Division of Scientific Programs within the Office of Environmental Health Hazard Assessment (OEHHA) analyzes scientific and public health information to assess chemical hazards and risks, perform other scientific evaluations, and develop scientific tools and guidance for use by various



State of California  
California Environmental Protection Agency  
Office Of Environmental Health Hazard Assessment

Incumbent:  
Classification: C.E.A. Level B  
Position Number: 811-114-7500-001

regulatory programs under the California Environmental Protection Agency (CalEPA) and other state and local agencies. The Division provides these programs with the scientific tools and evaluations upon which to base risk management decisions. They include analyses to address risks to children and other sensitive and vulnerable subpopulations, and cover exposure to chemicals in air, water, food (particularly fish and shellfish) and consumer products as well as site-specific evaluations. The Division also evaluates pollution burdens and vulnerabilities in California communities, identifies the impacts of climate change in California, assesses the benefits and impacts of the state's climate-change programs on disadvantaged communities and is also leading the development of an extreme heat ranking system for the state.

Under general direction of the Chief Deputy Director, Executive Office, the Deputy Director directs the activities of the Division of Scientific Programs and its four branches: Air and Site Assessment and Climate Indicators; Community and Environmental Epidemiology Research; Pesticide and Environmental Toxicology; and Reproductive and Cancer Hazard Assessment. The Deputy Director also oversees the duties of the Assistant Deputy Director for Scientific Programs. The incumbent serves as a member of the Director's executive staff and as the primary advisor to the Director with respect to policy operations of OEHHA's scientific programs. The incumbent performs the following duties and other related work:

### **Essential Functions (Including percentage of time):**

- 35% Serves as the supervisor for the Assistant Deputy Director and four branch chiefs in the Division of Scientific Programs. Provides leadership and directs the daily operations of OEHHA's scientific programs. Develop scientific program policy to implement ongoing, new and revised areas of investigation or analysis, including assessing public and environmental health hazards and risk from chemicals. Through the Division programs, conducts formal risk assessments, evaluates environmental health conditions in California communities, conducts research to address an environmental health issue or revise scientific guidance used in evaluations, and provides consultative services to other agencies. Provides scientific program oversight to ensure the scientific work is completed, reviewed and released in a timely manner, to meet OEHHA's legislative, administrative and regulatory mandates. Recommends modifications to, or new, program policies necessary to attain goals and objectives and to incorporate new understandings of public health and science. Reviews science-policies related to toxicology, exposure science, epidemiology and other sciences to ensure they are implemented by all the scientific programs in OEHHA, consistent with departmental guidelines and requirements.
- 30% Performs the final departmental technical review of OEHHA's scientific documents, including proposed health advisory levels, guidelines, reference levels, chemical listings and designations, screening evaluations of California communities, and other departmental policies and reports coming from the branches within the Division of Scientific Programs to ensure they comply with current scientific policy, and are scientifically accurate and complete. Provides scientific and policy input into the design and management of major scientific projects, including research and risk assessment activities. Coordinates external peer review by working with OEHHA's subject matter expert panels and external entities overseeing the review.



State of California  
California Environmental Protection Agency  
Office Of Environmental Health Hazard Assessment

Incumbent:  
Classification: C.E.A. Level B  
Position Number: 811-114-7500-001

25% Serves as a member of the Director's executive staff, participating in the policy formulation, implementation and evaluation of policies affecting scientific programs, outreach and external affairs, legislation, regulatory programs and administration. Provides guidance, as appropriate, in the drafting of legislation and regulations that address environmental and public health concerns. Consults with other executive staff members regarding the implications and ramifications of program policies and proposed policies affecting the scientific operations. Acts as liaison between OEHHA and the other Boards and Departments of CalEPA, and entities external to CalEPA such as the US Environmental Protection Agency, relating to scientific policy issues. Provide significant input to the programs within OEHHA as they relate to regulatory activities of other Boards and Departments and work to maximize OEHHA's effectiveness in providing tools and evaluations to support those regulatory activities.

#### **Marginal Functions (Including percentage of time):**

5% Represents OEHHA on scientific and public health issues with state and federal departments and agencies, the Legislature, environmental and public health groups, the regulated community, and other governmental agencies and jurisdictions. Participate in statewide, national and international committees. Advises local health and environmental authorities on public and environmental hazards from chemicals. Consults with other agencies, public entities and the general public in planning and conducting epidemiological field studies, field studies of potential health risks, health risk assessments, and community health impact assessments.

5% Works on special assignments that relate to the Deputy Director's role within OEHHA, including but not limited to, acting for the Chief Deputy Director and Director in their absence.

#### **Typical Physical Conditions/Demands:**

The job requires extensive use of a personal computer and the ability to sit/stand at desk, utilize a phone, and type on a keyboard for extended periods of time. Ability to lift 15 pounds, bend and reach above shoulders to retrieve files and/or documents.

#### **Typical Working Conditions:**

Work within a hybrid work environment that includes working in a high rise office building (Oakland and/or Sacramento) and teleworking. Travel between the Oakland and Sacramento offices. Occasionally travel to other locations in the state and country.

#### **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



State of California  
California Environmental Protection Agency  
Office Of Environmental Health Hazard Assessment

Incumbent:  
Classification: C.E.A. Level B  
Position Number: 811-114-7500-001

vehicles.

Other (Explain below)

**Explanation:**

