



DUTY STATEMENT	
Classification: Assistant Industrial Hygienist	Position Number: 174-3855-704
Division/Office/Section: AFITSD/Admin Services Branch/Health & Safety	
Location: Sacramento	Effective Date: November 1, 2015
Employee's Name:	Supervision Exercised: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Supervisor's Name:	
Collective Bargaining Identifier (CBID): R 10	

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:

Under general direction of the Senior Industrial Hygienist of the Administration, Finance & Information Technology Services Division, the incumbent will perform a broad range of duties to support and implement the Health and Safety Section. These duties include the recognition, evaluation and control of environmental and occupational hazards. The incumbent will work under close supervision to perform less difficult scientific office and field work. The incumbent will assist in the support of the Department's Local Enforcement Agency (LEA) equipment loan program; environmental field site visits, remediation, and clean-up activities; with the collection, analysis, and evaluation of environmental monitoring data to determine and ensure occupational and public health and safety.. Incumbent may assist in preparing and presenting technical training classes to CalRecycle staff as well as LEAs. All duties require knowledge of chemical and biological properties of solid waste, household hazardous waste, tires, electronic waste, used oil and recyclable materials and the effects these materials and/or wastes have on the environment and public health and safety.

ESSENTIAL FUNCTIONS

- 30%** Assists with the management and implementation of Programs which provides technical and scientific equipment, calibration/repair services, and training for CalRecycle staff and LEAs. Duties include maintenance and calibration of portable environmental monitoring equipment, coordination and development for distributing, tracking and recordkeeping of the Program, serves as a consultant to answer questions related to the Program, and presenting training related to the program.
- 15%** Assists in identification, preparation, development and presentation of environmental health and safety training programs for staff in order to implement the Health and Safety Program. Training skills include presentations as class room lecture, one-one training, and web/computer based.
- 15%** Performs field activities and conducts real-time environmental monitoring (physical or instrumentation) in order to collect and record data for interpretation by the Program to evaluate environmental and occupational exposure to ensure environmental public health and safety. May accompany field designated staff on site visits on an as needed basis.
- 15%** Assists in identification and evaluation of environmental health and safety related equipment and supplies. Assist in the distribution and tracking of solid waste inspection equipment and supplies. Maintains and calibrates environmental monitoring equipment.

MARGINAL FUNCTIONS

- 10%** Assists in the development, implementation, tracking and recordkeeping of CalRecycle's Health and Safety Programs. Such programs include: medical surveillance, Health and Safety field refresher training, FA/CPR/AED, and other specialty training.
- 10%** Assists in contract management of statewide contracts that support instrumentation services to ensure environmental public health and safety. Duties include development and proposals, selection of contractors and managing of contracts.
- 5%** Prepares letters, memos and documents required to support the Program. And other duties as required.