

DUTY STATEMENT			
Classification: Senior Toxicologist		Position Number: 811-140-7943-005	
Branch/Section: Reproductive and Cancer Hazard Assessment Branch/Reproductive Toxicology and Epidemiology Section			
Location: Sacramento/Oakland		Effective Date:	
Management Designation <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Conflict of Interest <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Supervision Received: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Supervision Exercised: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Pursuant to Government Code Section 3100-3109, all public employees are declared to be disaster service workers for the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, man-made, or war-caused emergencies which result in conditions of disaster or extreme peril to life, property, and resources. This is of paramount state importance in protection of its citizens and resources.

POSITION SUMMARY

The Reproductive Toxicology and Epidemiology Section (RTES) within the Reproductive and Cancer Hazard Assessment Branch (RCHAB) provides technical support for the implementation of the Safe Drinking Water and Toxic Enforcement Act of 1986 (Proposition 65). The Section identifies chemicals for listing as causing reproductive toxicity under Proposition 65; conducts dose response and exposure assessments; develops reproductive/developmental risk methodology and guidance; and provides technical assistance to other programs in the Office of Environmental Health Hazard Assessment (OEHHA), the Attorney General’s Office, and other California governmental entities.

Under general direction of the Supervising Toxicologist (Managerial), Chief, RCHAB, the Senior Toxicologist serves as the chief of RTES to supervise the activities of the personnel in the Section and provides expert scientific oversight and supervision of Section projects by coordinating, as appropriate, with other parts of the Department. This direct supervision includes granting time off, coordinating various projects within other parts of the department, and direct review of projects. In the absence of the Chief, RCHAB, the Senior Toxicologist may be designated to represent the Branch at various administrative and programmatic meetings and hearings. Duties include the supervision of staff who will be working as a multidisciplinary team. The Senior Toxicologist will review the work of staff and will be responsible for the most sensitive documents prepared by the Section. Specifically, the Senior Toxicologist will perform all the following duties and other related work:

ESSENTIAL FUNCTIONS

50% Supervise Reproductive/Developmental Hazard Identification and Hazard Assessment Activities. Direct the analysis by technical staff of scientific studies providing evidence on reproductive/developmental hazards. Direct the preparation of technical documents summarizing the findings from epidemiologic studies, animal studies, and other relevant studies (e.g., pharmacokinetics, mechanisms) on chemicals listed under Proposition 65 as causing reproductive/developmental toxicity, candidate chemicals under review by the State’s experts, including the Science Advisory Board Developmental and Reproductive Toxicant Identification Committee, and chemicals being tracked for possible reproductive and/or developmental toxicity concern. Review technical documents prepared by technical staff for scientific rigor, accuracy, and completeness. Direct the identification by technical staff of candidate chemicals for administrative listing under Proposition 65. Direct the preparation of administrative listing documents by technical staff. Direct staff review of public comments on chemicals proposed for administrative listing and staff development of responses to comments. Review administrative listing documents and responses to comments prepared by technical staff for scientific rigor, accuracy, and completeness. Develop or review the most complicated issues related to reproductive/developmental hazard identification to

(Attach additional sheet if necessary)

I have read and understood the duties and essential functions of the position and can perform these duties with or without reasonable accommodation:	Date:
Employee Signature:	
I certify that the above accurately represent the duties of the position:	Date:
Supervisor Signature:	
PERSONNEL USE ONLY: This personnel action has been reviewed and approved by:	
Personnel Analyst Signature:	Date:

ensure that scientific data and uncertainties are appropriately characterized. Present findings and analyses to scientists, stakeholders and other interested parties in meetings, including public meetings and workshops. Serve as the OEHHA lead for reproductive/developmental hazard identification.

20% Supervise the Development of Reproductive/Developmental Risk Assessments. Direct the assessment by technical staff of reproductive/developmental risks from exposures to environmental agents in the diet, air, water, home and workplace. Direct the evaluation of exposure sources, pathways, and levels by technical staff. Ensure that assessments take into account, as appropriate, sensitive life stages and populations. Provide toxicological expertise in the development and implementation of new methodologies in dose-response and exposure assessment. Develop or review the most complicated assessments of reproductive and developmental risks. Review risk assessments prepared by technical staff for scientific rigor, accuracy and completeness. Direct staff review of public comments and staff development of responses to comments. Review responses to comments prepared by technical staff and revisions of risk assessment documents for scientific rigor, accuracy, and completeness. Present findings and analyses to scientists, stakeholders and other interested parties in meetings, including public meetings and workshops.

10% Supervise the Development of White Papers on Reproductive/Developmental Risk Methodology and Guidance. Plan and direct the development of reproductive/developmental risk methodology and guidance documents. Provide toxicological expertise in reproductive/developmental science. Consider and apply scientific advances in the areas of pharmacokinetics, molecular biology, 'omics, epidemiology, biostatistics, and exposure science to the identification and assessment of risks for chemicals that cause reproductive and developmental toxicity. Direct the development of interpretive guidelines and Proposition 65 implementing regulations. Develop or review the most complicated methodological issues to ensure that reproductive/developmental risk methodology and guidance is protective of public health. Present findings and analyses to scientists, stakeholders and other interested parties in meetings, including public meetings and workshops.

10% General Supervision. Conduct evaluations such as performance appraisals and probation reports to provide feedback on work performance and identify areas for staff training and improvement. Approve employee timesheets, teleworking arrangements, and/or alternate work schedules to ensure compliance with departmental policies. Apply the State's progressive discipline structure as appropriate to facilitate effective performance and address any performance issues such as inappropriate behavior and/or poor performance. Promote and maintain a positive work environment per the Department's Equal Employment Opportunity policy. Track projects to ensure that assigned work is accomplished in a timely manner. Devise questions and conduct interviews and other hiring associated activities to make necessary appointments to fill vacancies.

MARGINAL FUNCTIONS

10% Provide scientific review to other scientists and researchers in the Section, OEHHA, and CalEPA based on expertise in reproductive/developmental toxicology and the assessment of reproductive/developmental risks from environmental exposures. Provide expert testimony in hearings, meetings, seminars and peer review panels on issues related to reproductive/developmental toxicology. Attend continuing education courses to maintain and further develop technical skills and expertise. Prepare articles for publication in scientific journals, and organize and participate in scientific meetings and conferences at the local and national level. Organize technical workshops of interest to the program.

REQUIRED QUALIFICATIONS

Knowledge and proficiency in general principles of toxicology, with an emphasis in the areas of reproductive and developmental biology/toxicology. An understanding of the general principles of public health and risk assessment. Ability to critically review and evaluate highly complex scientific studies and other information relevant to reproductive/developmental risk assessment. Knowledge of principles and techniques of effective supervision and the department's Equal Employment Opportunity program. Ability to produce high quality work products that clearly and concisely convey scientific findings and concepts.

DESIRED QUALIFICATIONS

Ability to function effectively and work cooperatively in a team.

Ability to communicate complex technical matters effectively in person and in writing.

Ability to analyze situations accurately and take effective action in a timely manner.

Ability to produce high quality written reports.

Knowledge of statistical and dose-response modeling software.

Contribute to the continuing effectiveness and improvement of the Environmental Management System.

WORKING CONDITIONS

Various time-critical assignments are part of the workload. Prolonged sitting while reviewing scientific articles, reports and generating scientific documents and reports is required. Repetitive motion in using office equipment occurs. Off-site meetings and teleconferences sometimes take place. Willingness to travel as needed. May be required to travel to other OEHHA locations for business related needs as necessary.

(Attach additional sheet if necessary)

I have read and understood the duties and essential functions of the position and can perform these duties with or without reasonable accommodation: Employee Signature:	Date:
I certify that the above accurately represent the duties of the position: Supervisor Signature:	Date:
PERSONNEL USE ONLY: This personnel action has been reviewed and approved by:	
Personnel Analyst Signature:	Date: