State of California
Department of Pesticide Regulation
POSITION DUTY STATEMENT
DPR-217 (Rev. 10/20)

Classification	**Position Number**	**Location**
Associate Toxicologist	814-600-7941-XXX	Sacramento (Headquarters)
Division/Branch	**Supervisor's Classification**	**Collective Bargaining Identification Designation (CBID)**
PPD/ Human Health Assessment Branch	Senior Toxicologist	R10
Conflict of Interest Disclosure Category: ☐ **1** ☒ **2** ☐ **3** ☐ **N/A**	**Incumbent (If filled)** VACANT	

☐ **Job requires driving automobile**: In this position, the incumbent may, as needed, drive a state vehicle for work purposes. (Employee must complete DPR-034, Request for Driver Record Information).

SUPERVISORY RESPONSIBILITIES (Check One) ☐ **Managerial** ☐ **Supervisory** ☐ **Lead Person** ☒ **None**

Direct Supervision Exercised:		**Indirect Supervision Exercised:**	
No. of Employees	**Classification Title**	**No. of Employees**	**Classification Title**

I have read and discussed these duties with my supervisor.

Employee Signature	Date

I certify that the DPR-217 accurately represents the duties and responsibilities of the position.

Supervisor Signature	Date

Incumbent: VACANT
Classification: Associate Toxicologist
Position Number: 814-600-7941-XXX

Description of Duties ***(Attach additional sheets, if necessary, and identify position information)***

Summarize the regularly assigned duties of the position by percentage in descending order. Do not combine distinct activities into a single percentage. Descriptive information should reflect variety and complexity of duties through: supervision exercised and/or received; responsibility for decision making and consequence of error; analytical requirements; special knowledge; skills or abilities required; level, type and frequency of public contact; and unusual working conditions (i.e., field work, bilingual services, etc.); and physical requirements (physical demands, environmental demands).

Percent of Time	Activity
	Under the direction of the Senior Toxicologist, Section Chief of the Toxicology and Dose Response Assessment Section, the Associate Toxicologist participates in evaluations and interpretations of studies and data for the purpose of advising on health effects. The incumbent assists with reviews and analyses essential to the conduct of human health risk assessments of pesticides to predict the type of health effects and their extent in humans under given conditions of exposure. As directed, the Associate Toxicologist will serve as a risk assessment team member and will participate in the toxicological assessment of registered and new pesticidal active ingredients using both conventional and novel dose-response techniques. Specific responsibilities are listed below. **ESSENTIAL FUNCTIONS:**
35%	**Conducts the Systematic Review of Toxicology Data and Development of Toxicology Profiles for Risk Assessments.** Conducts data evaluations and dose-response analyses within the Section to identify study-related points of departure (PODs). Conducts systematic reviews to identify all available and relevant scientific data to quantitatively estimate and support PODs based on adverse health effects that may result from exposure to pesticidal active ingredients. Assists in integrating these data and related analyses (e.g., group statistics, Benchmark Dose, etc.) into HHA Risk Characterization Documents. Works with the Data Review Section and the Risk Assessment Section to assist in the development of comprehensive human health risk assessments. As such, the incumbent would be responsible for the following tasks: • Works with members of the section towards the iterative development of procedures, tools, and guidance documents useful for conducting systematic reviews specific to the evolving needs of the Human Health Assessment Branch (HHA). • Conducts systematic reviews using the above for toxicity data to be used in the preparation of HHA Risk Characterization Documents, which includes the evaluation of toxicity pathway-specific data from Toxicity Forecaster (ToxCast) high-throughput screening assays to identify potential modes of action (MOA) and adverse outcome pathways (AOP). • Evaluates submitted studies and relevant scientific literature identified in systematic reviews to identify data for endpoints of toxicity that are suitable to establish study-derived PODs and uses Benchmark Dose Modeling (BMD) and appropriate statistical methods to establish POD levels. Evaluates PODs and their corresponding supporting data and selects critical PODs to be used for risk assessment. Develops robust supporting rationale for each selection.
20%	**Participates in all phases of risk assessment as a team member.** Prepares and peer-reviews documentation pertaining to the hazard identification presentation, memoranda on critical endpoints, draft and final Risk Characterization Documents, as well as responses to comments from registrants, stakeholders, and external scientific reviewers. Incorporates inputs from both internal and external review, as appropriate. Justifies conclusions and recommendations resulting from evaluations. Provides clear, robust analyses of a quality suitable for release to the scientific community and the public. Provides key inputs for risk management decisions by the Departmental director.

Incumbent: VACANT
Classification: Associate Toxicologist
Position Number: 814-600-7941-XXX

Description of Duties ***(Attach additional sheets, if necessary, and identify position information)***

Summarize the regularly assigned duties of the position by percentage in descending order. Do not combine distinct activities into a single percentage. Descriptive information should reflect variety and complexity of duties through: supervision exercised and/or received; responsibility for decision making and consequence of error; analytical requirements; special knowledge; skills or abilities required; level, type and frequency of public contact; and unusual working conditions (i.e., field work, bilingual services, etc.); and physical requirements (physical demands, environmental demands).

Percent of Time	Activity
15%	**Participates in the California Pesticide Residue Monitoring Program (CPRMP) activities**. Conducts and provides support for assessments of data received from the analysis of pesticide residue on individual lots of domestic and imported fresh produce in the California marketplace. Participates in the development and review of corresponding databases, procedures, tools, and documents.
15%	**Participates in special projects** requiring complex analyses and the preparation of documents to communicate the corresponding results, as directed. Works cooperatively with other staff in the section and branch to help evaluate and interpret studies and data for the purpose of advising on health effects of pesticide exposure. Researches, reviews, and summarizes additional data needed to complete data reviews or risk assessments to be in compliance with State requirements to protect human health.
10%	Maintains and updates references for toxicology and exposure databases, and for guidelines and protocols in accordance with State and Federal regulatory requirements. Sustains and improves professional status, including reviewing current scientific literature pertinent to use of pesticides, establishing contacts with appropriate university and research scientists, attending training workshops, and participating in and presenting at scientific forums. Develops publications for peer-reviewed scientific journals. Provides other services as assigned, including but not limited to: training of toxicology staff, organizing scientific seminars, and conducting systematic review of toxicology literature. Occasionally travels by car or plane to outside meetings or conferences.
	MARGINAL FUNCTIONS:
5%	Performs other duties as required consistent with the classification.
	WORKING CONDITIONS:
	Work is largely conducted in a high-rise office building in an office/cubicle environment or by teleworking. Occasional travel by car or plane to outside meetings or conferences may occur.
	CRITICAL JOB COMPETENCIES:
	Takes Action and Shows Initiative – Works well independently and is self-motivated to take action to meet critical program goals. Sets and monitors own objectives and standards. Initiates appropriate actions and follows through without prompting or close supervision. Demonstrates strong work ethic. Relationship and Partnership Building – Builds and effectively uses relationship networks to achieve goals. Shares knowledge and builds trust with scientific colleagues and superiors. Can be discreet and tactful when dealing with sensitive issues.

Incumbent: VACANT
Classification: Associate Toxicologist
Position Number: 814-600-7941-XXX

Description of Duties ***(Attach additional sheets, if necessary, and identify position information)***

Summarize the regularly assigned duties of the position by percentage in descending order. Do not combine distinct activities into a single percentage. Descriptive information should reflect variety and complexity of duties through: supervision exercised and/or received; responsibility for decision making and consequence of error; analytical requirements; special knowledge; skills or abilities required; level, type and frequency of public contact; and unusual working conditions (i.e., field work, bilingual services, etc.); and physical requirements (physical demands, environmental demands).

Percent of Time	Activity
	Effective Communication – Clearly conveys and receives information and ideas through a variety of media. Translates complex or technical information to lay audiences/customers. Facilitates the exchange of ideas and opinions. Organization and Planning – Prioritizes tasks, establishes sequential activities, requests assistance when needed. Technical Credibility – Understands and appropriately applies procedures, requirements, policies, and regulations related to specialized expertise. Integrates technology into the work to improve program effectiveness. Possesses up-to-date knowledge in the profession and industry and accesses other expert resources when appropriate. Translates concepts and ideas into strategies and action steps. **PROFESSIONAL ATTRIBUTES:** In addition to the above, the incumbent possesses the willingness and ability to get along with others; accept direction from supervisor/lead person; abide by work rules; accept constructive criticism; work effectively within a team environment.