**DUTY STATEMENT**

<table>
<thead>
<tr>
<th>Classification: Supervising Toxicologist (Managerial)</th>
<th>Position Number: 811-165-7945-002</th>
</tr>
</thead>
<tbody>
<tr>
<td>Branch/Section: Pesticide and Environmental Toxicology Branch</td>
<td></td>
</tr>
<tr>
<td>Location: Oakland/Sacramento</td>
<td>Effective Date:</td>
</tr>
<tr>
<td>Management Designation: Yes No</td>
<td>Conflict of Interest Yes No</td>
</tr>
<tr>
<td>Supervision Received: Yes No</td>
<td>Supervision Exercised Yes No</td>
</tr>
</tbody>
</table>

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 Pesticide and Environmental Toxicology Branch (PETB) provides scientific analyses and significant input on policy development for developing Public Health Goals and Notification Level recommendations for drinking water, develops Fish Advisories for California water bodies to protect public health, assesses safety of seafood following oil spills, functions as peer reviewers of pesticide exposure and risk assessment documents developed by the Department of Pesticide Regulation (DPR) for regulation of pesticide use in California, provides input to DPR’s risk management options, conducts pesticide illness reporting and physician training, and provides technical support to the Department of Food and Agriculture (CDFA) on invasive species control issues. PETB also provides technical assistance to other Branches and agencies, develops scientific publications, provides input on policies on the use of toxicology and emerging science in OEHHA’s programs, writes analyses of bills proposed or adopted by the state legislature, develops budget change proposals and legislative budget proposals, and conducts the necessary personnel and contract transactions to maintain Branch staff and technical work.

Under general direction of the Assistant Deputy Director for the Division of Scientific Programs, the Supervising Toxicologist (Managerial) serves as the Branch Chief of PETB and is responsible for the long-term as well as day-to-day management of professional, scientific and administrative function of the programs in PETB. This includes scientific program and policy development, design and management, and ensuring compliance to departmental policies, providing interpretation of policies where there is ambiguity. All significant scientific policy and other work of the Branch is reviewed and approved by the Branch Chief. Specific duties performed by the Branch Chief are outlined below.

**ESSENTIAL FUNCTIONS**

35% Provides overall direction, leadership and management of the Branch in order to provide significant input into departmental policies on critical scientific issues. Reviews technical documents and other work products of the Branch, using expert level knowledge of toxicology, epidemiology and public health principles, to ensure the work product is scientifically sound and that the conclusions are appropriate and conform to the policies of the department. This includes review, input, and approval of health-protective Public Health Goals for drinking water, Fish Advisories, peer review of DPR’s pesticide exposure and risk assessments, pesticide illness reporting and physician training, standards, recommendations to DPR for risk management and to CDFA, risk assessments, technical assistance, and scientific publications. Oversees the Section Chiefs of PETB in the scientific and professional conduct of complex scientific issues that arise from risk assessments, technical reviews, public health goals for drinking water, regulatory review, literature reviews, standards recommendations, grant applications, and related contracts and studies. Provides leadership and direction in the development of strategies to accomplish complex scientific

(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:  

OEH 199 (Rev. 01/09)  
Groupwise/OEHHHA On-Line Forms
analyses by the PETB Sections. Sets goals and timelines for work of the section chiefs and their staffs and monitors their progress toward meeting these goals through regular meetings with chiefs and staff discussions, developing approaches for overcoming obstacles as they occur, working collaboratively with Executive Office through discussions and briefings to ensure that work products and policies are appropriate for the department. Provides vision, ideas and concrete direction for section chiefs in the early stages of project development. Reviews and evaluates section plans and draft work products, holds periodic brainstorming and planning meetings on specific projects to develop appropriate project plans and ensure compliance with departmental policies. Monitors the ongoing activities of the Branch by holding Branch meetings and collecting activity reports as an aid to monitoring progress of specific projects. Inform s the Branch staff of ongoing activities in OEHHA affecting the Branch. Meets and discusses policy approaches on dose–response analysis and hazard identification with other Branch chiefs to check the direction and ensure that proposed policy changes are appropriate and provides for the Branch chiefs to work with managers, section chiefs and staff of other sections to coordinate and cooperate in the development of alternative policies. Some projects will be best accomplished by involving staff from other Branches who may have specific expertise needed to achieve an optimal policy position on a toxicological issue. Works with the other OEHHA managers to ensure that the right mix of staff are available for any particular scientific issue.

25% Provides management guidance and development to Section Chiefs to ensure recruitment, hiring, promotion and retention of qualified and motivated staff. This involves working with Section chiefs to recruit and hire staff; ensuring staff maintain their expertise through training, attending scientific conferences, reading scientific literature; providing staff feedback on Individual Development Plans; conducting corrective action as appropriate; reviewing and periodically updating duty statements. Analyzes personnel situations in order to identify problems related to personnel issues, including lack of training, inappropriate behavior, and other potential problems, and takes effective corrective action. Establishes and maintains proper staff recognition mechanisms to ensure and support the department’s workforce and succession planning.

Provides guidance to the Section Chiefs in the administrative, managerial, and clerical conduct of personnel to ensure appropriate protocols are followed. Provides guidance to the Section Chiefs on legislative, budget and contract transactions, budget change proposals, legislative concepts, correspondence control, legislative reports, and other necessary documents and activities to ensure that departmental and state policies and procedures are followed.

Participates in developing the budget for activities of the Branch by working with the Administrative Branch and Executive Office to develop budget concepts and budget change proposals to enhance resources for existing mandates or to develop relevant new activities; and in doing so, works as appropriate with our client boards and departments to assess resource needs and the need for work products.

10% Ensures that any work scientific product meets the departmental and state policies for scientific peer review and the state policy requirements for considering public input under the administrative procedures act. This involves conducting scientific public workshops, responding to peer review comments on PHGs, adequately addressing internal Executive Office and other OEHHA Branch concerns, providing for review and responding to as appropriate concerns of other California and Federal agencies.

10% Ensures coordination and cooperation among the sections, among the relevant branches within OEHHA, among programs elsewhere in local, state and federal governments, and with the academic and private sectors. This is particularly important for new or emerging programs. Identifies and resolves issues as they arise or brings them to the attention of the Assistant Deputy Director.

5% Represents the Assistant Deputy Director on a variety of special, highly complex OEHHA and Agency projects. This includes participating in high-level meetings with experts inside and outside state government, writing expert reports, convening workgroups, and managing such efforts so that they do not interfere with the Branch capability to meet requirements.

(Attach additional sheet if necessary)

<table>
<thead>
<tr>
<th>Employee Signature:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>I have read and understood the duties and essential functions of the position and can perform these duties with or without reasonable accommodation:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Supervisor Signature:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>I certify that the above accurately represent the duties of the position:</td>
<td></td>
</tr>
</tbody>
</table>

PERSONNEL USE ONLY: This personnel action has been reviewed and approved by:

<table>
<thead>
<tr>
<th>Personnel Analyst Signature:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
State of California - California Environmental Protection Agency
Office of Environmental Health Hazard Assessment

departmental mandates for the Branch programs in a timely fashion. Identifies and resolves departmental policy issues as they arise or brings them to the attention of the Assistant Deputy Director.

5% Provides both OEHHA-centric and independent expert input on external Federal, state and international committees, and, as appropriate, encourages and enables staff to provide expertise. Obtains appropriate approvals for participation and travel, such out-of-state travel requests. Participates on state, national and international committees to provide advice or California input on important scientific and public health issues and processes, and collaborates with other senior scientists on highly sensitive issues in the area of environmental contamination by meeting and exchanging information and ideas regarding the goals, perspectives, and timelines in the area of environmental contamination to provide insight on California policies and approaches and to develop insights and understanding that can be applied to Branch activities and policy development. Participates as an expert at hearings, meetings, seminars, and other scientific forums on health effects of toxic materials to inform regulatory bodies, the scientific community, or the media of results found in the Branch’s investigation of environmental contaminants.

5% Maintains professional and scientific expertise in public health, toxicology, and other environmental health fields. Reads scientific literature, attends scientific conferences, and engages in related activities appropriate for professional development and program development.

MARGINAL FUNCTIONS

5% Attends classes and trainings on staff supervision and management and related skills.

REQUIRED QUALIFICATIONS

Knowledge of and expertise/experience in general principles of toxicology, with emphasis in environmental or occupational health; principles of and procedures for risk assessment; interpretation and application of environmental and public health standards; assessment of complex toxicity and exposure information on chemicals based on animal and human studies, including extrapolation of animal toxicity data to humans; human health evaluations; governmental/environmental programs. Knowledge of and expertise in exposure parameter development and human exposure assessment.

Successful experience in program development and implementation. Ability to plan and carry out multidisciplinary studies, research projects and health evaluations, analysis and interpretation of toxicologic data, and to prepare written or oral reports describing them. Ability to handle multiple activities/projects and urgent deadlines. Possesses supervisory and administrative capabilities/experience, including resolving complex technical and personnel issues (e.g. performance, attendance). Ability and willingness to handle complex technical and personnel issues. Ability to develop and manage contracts, and to assist in the development of departmental policies and interpretations of them. Ability to communicate complex technical matters effectively orally and in writing; analyze situations accurately and take effective action in a timely manner. Ability to work cooperatively with internal staff, supervisors and managers, other CalEPA Boards and Departments, the California Department of Public Health, the California Department of Food and Agriculture, the U.S. Environmental Protection Agency, and outside parties, including stakeholders.

WORKING CONDITIONS

OEHHA’s offices are located in downtown high-rise office buildings.

The air-conditioned offices consist mainly of open areas furnished with cubicles. Not all areas have direct natural illumination.

(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:  

OEH 199 (Rev. 01/09)  
Groupwise/OEHHA On-Line Forms
Time critical assignments are part of the workload. This position requires extended periods of reading and writing, typically using computer workstations, statistical and analytical computer packages, communication resources, and word processing software.

Available to travel statewide, including assignments at short notice, and occasionally out of State.

May be required to travel to other OEHHA locations for business related needs as necessary.