



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

DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

RPA Number: RCHAB-004 FY 24-25	Classification Title: Senior Toxicologist	Position Number: 811-140-7943-006
Incumbent Name:	Working Title: Cancer Toxicology and Epidemiology Section Chief	Effective Date:
Tenure: Permanent	Time Base: Full Time	Intermittent Hours Per Month:
Division/Office: Division of Scientific Programs/Reproductive and Cancer Hazard Assessment Branch	Section/Unit: Cancer Toxicology and Epidemiology Section	Reporting Location: Sacramento or Oakland
Supervisor's Name: Martha Sandy	Supervisor's Classification: Supervising Toxicologist (Managerial)	CBID: S10
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 type="checkbox"/> Managerial <input checked="" type="checkbox"/> Supervisory		

Human Resources Use Only:	
HR Analyst Approval:	Date:

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 Cancer Toxicology and Epidemiology Section (CTES) within the Reproductive and Cancer Hazard Assessment Branch (RCHAB) provides technical support for the implementation of the Safe Drinking



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Water and Toxic Enforcement Act of 1986 (Proposition 65). The Section identifies chemicals for listing as causing cancer under Proposition 65, conducts dose-response and exposure assessments, and develops carcinogen risk assessment guidance and methodology. CTES provides technical assistance to other programs in the Office of Environmental Health Hazard Assessment (OEHHA), the Attorney General's Office, and other California government entities.

Under general direction of the Supervising Toxicologist (Managerial), Chief, RCHAB, the Senior Toxicologist serves as the Chief of CTES. In this capacity, the Senior Toxicologist supervises the activities of the personnel in CTES and provides expert scientific and management 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 incumbent 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 (Including percentage of time):

- 35% **Supervise Cancer Hazard Identification and Hazard Assessment Activities.** Direct the analysis of scientific studies providing evidence on the carcinogenicity of chemicals by technical staff. Direct the preparation of technical documents summarizing the findings from epidemiologic studies, animal cancer bioassays, and other relevant studies (e.g., investigating mode-of-action, pharmacokinetics, structure activity relationships) on chemicals listed under Proposition 65 as carcinogens, candidate chemicals under review by the State's experts, including the Science Advisory Board Carcinogen Identification Committee, and chemicals being tracked for possible carcinogenicity 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 as carcinogens under Proposition 65. Direct the preparation of administrative listing documents by technical staff. Direct staff review of public comments on chemicals proposed for administrative listings 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 cancer hazard identification to 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 cancer hazard identification.
- 30% **Supervise the Development of Carcinogenic Risk Assessments.** Direct the assessment of carcinogenic risks from exposures to environmental agents in the diet, air, water, home and workplace by technical staff. Direct the evaluation of safe use determination requests 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



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methodologies in dose-response and exposure assessment. Develop or review the most complicated assessments of carcinogenic risk. Review carcinogenic 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.

- 15% **Supervise the Development of White Papers on Cancer Risk Methodology and Guidance.** Plan and direct the development of cancer risk methodology and guidance documents. Provide toxicological expertise in carcinogenesis. Consider and apply scientific advances in the areas of pharmacokinetics, molecular biology, 'omics, genetic toxicology, cancer toxicology, oncology, epidemiology, biostatistics, and exposure science to the identification and assessment of risks for carcinogens. Direct the development of interpretive guidelines and Proposition 65 implementing regulations. Develop or review the most complicated methodological issues to ensure that cancer 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 Individual Development Plans/Annual Reviews 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 (Including percentage of time):

- 5% Provide scientific review to other scientists and researchers in the Section, OEHHA, and Cal/EPA based on expertise in chemical carcinogenesis and the assessment of cancer risk from environmental exposures. Provide expert testimony in hearings, meetings and seminars on chemical carcinogens and cancer risk assessment, including peer review panels. 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. Attend continuing education courses to maintain and further develop technical skills and expertise.
- 5% Attend Racial Equity and Environmental Justice (REEJ)-related trainings and activities. Trainings include building skills to enhance OEHHA's outreach through improving science communication with both written material and oral presentations. Participate in workgroups to support REEJ practices. Work with REEJ manager to support the process of including REEJ in



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all OEHHA programs.

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:

OEHHA has a hybrid work environment that includes work in an office setting in a downtown high-rise building and telework at home. The air-conditioned accommodations consist mainly of open areas furnished with cubicles. Not all areas have direct natural illumination. Time-critical assignments are part of the workload. This position requires extended periods of reading and writing, frequently using computer workstations, statistical and analytical computer packages, communication resources, and word processing software. Available to travel statewide and occasionally out of state. May be required to travel to other locations for business related needs as necessary.

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 vehicles.
- ☐ Other (Explain below)

Explanation:



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Supervisor Statement

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

Supervisor Name Supervisor Signature Date

Employee Statement

I have discussed these duties with my supervisor and have been provided a copy of this duty statement. I certify I have read, understand, and can perform the duties of this position either with or without reasonable accommodation*.

**A Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity. (If you believe reasonable accommodation is necessary, check yes. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

Do you need a reasonable accommodation to perform the essential functions of this position?

☐ YES ☐ NO

Employee Name Employee Signature Date