



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

DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

RPA Number: RCHAB-002 FY 25-26	Classification Title: Staff Toxicologist (Specialist)	Position Number: 811-145-7978-029
Incumbent Name:	Working Title: Cancer Toxicologist	Effective Date:
Tenure: Permanent	Time Base: Full-time	Intermittent Hours Per Month: N/A
Division/Office: Division of Scientific Programs	Section/Unit: RCHAB/Cancer Toxicology and Epidemiology Section	Reporting Location: Sacramento or Oakland
Supervisor's Name:	Supervisor's Classification: Senior Toxicologist	CBID: R10
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 checked="" type="checkbox"/> None <input type="checkbox"/> Lead <input type="checkbox"/> Managerial <input 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 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



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Environmental Health Hazard Assessment (OEHHA), the Attorney General's Office, and other California governmental entities.

Under general direction of the Senior Toxicologist, Chief, CTES, the Staff Toxicologist (Specialist) acts as a subject matter expert to provide technical expertise in general toxicology and specialized expertise in carcinogenesis for Proposition 65 hazard identification, dose-response activities, exposure assessment, and risk assessment guidance and methodology development. The Staff Toxicologist (Specialist) performs all the following duties and other related work:

Essential Functions (Including percentage of time):

- 30% **Cancer Hazard Identification.** Identify, review, and critically evaluate scientific literature relevant to the evidence of carcinogenicity for chemicals under consideration for listing or delisting as causing cancer under Proposition 65 or otherwise under evaluation by RCHAB. Develop hazard identification materials and related documentation for presentation to internal and external expert bodies (e.g., the Science Advisory Board's (SAB) Carcinogen Identification Committee (CIC)). Perform analysis and evaluation of the available epidemiological and toxicological data, and utilization of mechanistic and other data relevant to hazard identification on hazard identification materials. Make presentations on these issues to the SAB and other expert bodies.
- 25% **Cancer Dose-Response Assessment.** Identify and critically evaluate scientific literature relevant to performing quantitative cancer dose-response assessment of chemicals. Conduct evaluation of toxicology, epidemiology, mechanism of action, and pharmacokinetic studies. Perform quantitative cancer dose-response assessment, incorporating information on mechanism and mode of action, pharmacokinetic differences in humans and experimental animals, age-related susceptibility, and other susceptibility factors, as appropriate. Develop no significant risk levels (NSRLs) for chemicals listed under Proposition 65. Perform benchmark dose analyses and potency assessments as appropriate. Prepare cancer dose-response and NSRL documents for adoption in regulation and for other RCHAB assessment needs. Prepare formal responses to public comments received on proposed NSRLs, for submittal to the Office of Administrative Law.
- 15% **Methods and Guidelines Development.** Contribute specific technical and scientific expertise to the development and revision of guidelines and methodologies for carcinogen risk assessment, with particular emphasis on age-at-exposure issues. Perform quantitative dose-response assessments critically analyzing scientific issues such as the effect of age-at-exposure on potency to determine if current risk assessment methodology adequately addresses these issues. Prepare scientific reports and publications of carcinogen risk assessment including the development of new methodologies and possible revisions to existing guidelines. Present results of these analyses and new risk assessment methodologies to the public and expert groups. Respond to comments received from the public and other interested parties to address concerns and questions. Revise cancer risk assessment methods and documents to improve the scientific approach to carcinogen risk assessment, as appropriate, based on comments received.
- 10% **Prioritization of Chemicals for Review.** Provide expert scientific assistance in identifying and developing a potential list of agents that may pose a carcinogenic risk in humans. Develop supporting documentation on the extent and nature of the evidence for carcinogenicity. Present scientific findings and analyses to expert committees, e.g., the Carcinogen Identification Committee, and the public. Review public comments on the prioritization of chemicals. Prepare responses to the public comments for follow-up discussions that may occur with interested parties and the expert committee. Revise, as



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appropriate, prioritization documents to be scientifically accurate and up to date, based on comments received.

- 10% **Advice on Cancer Risk Issue.** Conduct scientific peer review of OEHHA and other state government documents providing particular expertise in the areas of carcinogenesis and cancer risk assessment. Respond to public inquiries on technical issues to provide advice on cancer risk issues. Advise expert committees, the public, and other interested parties on technical and scientific issues to assist these individuals in addressing issues of concern regarding carcinogen exposures.

Marginal Functions (Including percentage of time):

- 5% Conduct analyses of proposed legislation upon request to assist the Department in understanding the implications of proposed legislation. Analyses assigned to the Branch often involve issues such as chemical toxicity and exposure. Develop budget change proposals and legislative change proposals on topics relevant to the work of the Department, in order to improve the Department's ability to carry out its mandates and its mission to protect public and environmental health. Prepare scientific articles for publication in scientific journals. Organize and participate as a scientist and representative of CalEPA and OEHHA in technical workshops of interest to the program. Present at and participate as a scientist and representative of CalEPA and OEHHA in scientific meetings and conferences at the local and national level on issues related to carcinogenesis and cancer risk assessment.
- 5% **Racial Equity and Environmental Justice (REEJ).** Attend 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 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 high-rise building and telework at home. Office arranged in cubicles, not all of which have direct natural illumination. 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. Travel to off-site meetings may be required as necessary. Participation in teleconferences and webinars is required. May be required to travel to other OEHHA locations for business related needs as necessary.



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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



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Incumbent:
Classification: Associate Toxicologist
Position Number: 811-145-7941-xxx

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Incumbent Name:	Working Title: Cancer Toxicologist	Effective Date:
Tenure: Permanent	Time Base: Full-time	Intermittent Hours Per Month: N/A
Division/Office: Division of Scientific Programs	Section/Unit: RCHAB/Cancer Toxicology and Epidemiology Section	Reporting Location: Sacramento or Oakland
Supervisor's Name:	Supervisor's Classification: Senior Toxicologist	CBID: R10
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 checked="" type="checkbox"/> None <input type="checkbox"/> Lead <input type="checkbox"/> Managerial <input type="checkbox"/> Supervisory		

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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

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governmental entities.

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Under direction of the Senior Toxicologist, Chief, CTES, the Associate Toxicologist provides technical expertise in general toxicology and carcinogenesis for Proposition 65 hazard identification and dose-response activities. The Associate Toxicologist will perform the following duties and other related work:

Essential Functions (Including percentage of time):

- 30% **Cancer Hazard Identification.** Identify, review and critically evaluate less complex scientific literature relevant to the evidence of carcinogenicity for chemicals under consideration for listing or delisting as causing cancer under Proposition 65 or otherwise under evaluation by RCHAB. Develop less complex sections of hazard identification materials and related documentation in collaboration with senior colleagues for presentation to internal and external expert bodies (e.g., CIC). Under direction, analyze and evaluate available epidemiological and toxicological data, and mechanistic and other data relevant to hazard identification and include in the hazard identification materials. Make presentations on these issues to the CIC and other expert bodies.
- 25% **Prioritization of Chemicals for Review.** Advise on the toxicological properties of chemicals to assist in identifying and developing a potential list of agents that may pose a carcinogenic risk in humans. Develop supporting documentation on the extent and nature of the evidence for carcinogenicity. Present scientific findings and analyses to expert committees, e.g., the Carcinogen Identification Committee (CIC), and the public. Review public comments, prepare proposed responses, and revise documents as appropriate.
- 25% **Cancer Dose-Response Assessment.** Identify, and critically evaluate less complex scientific literature relevant to performing quantitative cancer dose-response assessment of chemicals. Evaluate toxicology, epidemiology, mechanism of action, and pharmacokinetic studies. Develop draft quantitative cancer dose-response assessments for review by the Senior Toxicologist, incorporating information on mechanism and mode of action, pharmacokinetic differences in humans and experimental animals, age-related susceptibility, and other susceptibility factors, as appropriate. Develop draft no significant risk levels (NSRLs) for chemicals listed under Proposition 65 for review. Perform benchmark dose analyses and potency assessments as appropriate. Prepare draft cancer dose-response and NSRL documents for adoption in regulation and for other RCHAB assessment needs. Prepare draft formal responses to public comments received on proposed NSRLs, for submittal to the Office of Administrative Law.
- 5% **Methods and Guidelines Development.** Contribute technical advice to the development and revision of guidelines and methodologies for carcinogen risk assessment. In collaboration with staff-level scientists, collect relevant toxicological data to in developing full data sets. Review less complex relevant literature on toxicological issues chosen by the Section Chief and other senior scientists to identify appropriate scientific approaches. Perform analysis of the data using generally accepted, scientifically valid methods, to identify parameters to be used in the methods and guidelines. Prepare and revise draft methods and guidelines for review by the Chief.
- 5% **Advise on Cancer Risk Issues.** Conduct scientific peer review of OEHHA and other state government documents, providing general expertise in toxicology. Prepare proposed responses to public inquiries on technical issues. Advise on technical issues related to exposures to carcinogens.



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Marginal Functions (Including percentage of time):

- 5% Prepare sections and preliminary drafts of articles for publication in scientific journals. Organize technical workshops of interest to the program. Present at or attend technical workshops, scientific meetings, and conferences at the local and national level to exchange scientific knowledge and relay insights from OEHHA. Attend continuing education courses to maintain and further develop technical skills and expertise. Work on special assignments to meet the Section's needs.
- 5% **Racial Equity and Environmental Justice (REEJ).** Attend 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 all OEHHA programs.

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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)

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Supervisor Signature

Date

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

☐ YES

☐ NO

Employee Name

Employee Signature

Date