



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

DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

RPA Number: ASACIB-004 FY 25-26	Classification Title: Staff Toxicologist (Specialist)	Position Number: 811-155-7978-004
Incumbent Name:	Working Title: Air Toxicologist	Effective Date:
Tenure: Permanent	Time Base: Full Time	Intermittent Hours Per Month: N/A
Division/Office: Division of Scientific Programs/ Air and Site Assessment and Climate Indicators Branch	Section/Unit: Air Toxicology and Risk Assessment Section	Reporting Location: Oakland or Sacramento
Supervisor's Name: Rima Woods	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 Air Toxicology and Risk Assessment Section (ATRAS) in the Air and Site Assessment and Climate Indicators Branch provides health effects assessments of air pollutants. The ATRAS develops health



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effects assessments for Toxic Air Contaminants, chemicals listed under the Air Toxics Hot Spots Act, and inhaled chemicals of interest or concern to other California public health protective programs; and provides risk assessment guidelines and reviews risk assessments under the Hot Spots programs. The ATRAS generates risk assessment guidelines and specific assessments of risks to public health from toxic chemicals in air, for use by the California Air Resources Board (CARB) and local Air Pollution Control/Air Quality Management Districts (Air Districts) in their regulatory actions under the Toxic Air Contaminants (Health and Safety Code Section 39660 et seq.) and Air Toxics Hot Spots (Health and Safety Code Section 44300 et seq.) programs. The ATRAS also reviews Air Toxics Hot Spots facility health risk assessments (HRAs) for the Air Districts and reviews alternative fuel human health impacts for the California Environmental Policy Council as part of the Multimedia Fuels Group.

Under general direction of the Senior Toxicologist, Chief, Air Toxicology and Risk Assessment Section, the Staff Toxicologist (Specialist) acts independently as the subject matter expert specifically in the area of inhalation toxicology for hazard identification, dose response assessment and risk analysis of the toxicity of existing substances listed or potentially of concern under the Air Toxics Hot Spots program. The Staff Toxicologist (Specialist) performs hazard identification, dose response assessment and risk analysis of the toxicity of substances considered for exemption from Volatile Organic Compounds (VOC) regulations and chemical alternatives to perchloroethylene in dry cleaning, and substances emitted from metal shredders and landfills. The Staff Toxicologist (Specialist) reviews Hot Spots facility health risk assessments (HRAs) for local Air Districts. The Staff Toxicologist (Specialist) evaluates and communicates risks from exposure to toxicants emitted from landfills to the public and other state and local agencies. The Staff Toxicologist (Specialist) works as a member of a multidisciplinary team of scientists evaluating public health risks. The Staff Toxicologist (Specialist) will perform all the following duties and other related work:

Essential Functions (Including percentage of time):

- 25% Evaluate data on the health effects of potential VOC regulation-exempt chemicals and chemical alternatives to perchloroethylene in dry cleaning from studies in experimental animals and epidemiological and clinical studies in humans in order to determine specific hazards posed by the use of those substances. Write summary toxicity profiles for each potential suppressant identifying specific gaps in the available toxicity data. Use quantitative risk assessment methodology to evaluate the potential health risks related to use of those substances that have sufficient information. Develop inhalation interim Reference Exposure Levels (iRELs) with accompanying documentation for those chemicals where possible. Present summary toxicity profiles and iRELs to CARB and entities requesting VOC exemptions or consideration of chemical alternatives to perchloroethylene in dry cleaning.
- 20% Serve as subject matter expert on the adverse health effects of toxicants emitted into the air from landfills, including those experiencing subsurface elevated temperature events, and providing technical guidance on interpreting risk assessment information to staff of the CARB; air pollution control districts; local, state and federal governmental entities; and community, environmental, and health organizations. Perform analysis of environmental monitoring data and prepare written findings of airborne toxicants and toxic emissions.



Participate in public meetings, both virtually and in person, to communicate the findings of risk analysis to stakeholders and affected community members.

- 20% Review Air Toxics Hot Spots facility health risk assessments submitted by Air Districts for adequacy by ensuring each assessment follows guidance provided in the "The Air Toxics Hot Spots Guidance Manual." Use the CARB Hotspots Analysis and Reporting Program (HARP) software to verify calculations in the assessment. Report back to the districts on whether the assessments are adequate and any issues the assessments may have. Consult with district staff and the facility's consultants who authored the assessment if further assistance is needed.
- 15% Evaluate available health effects information for potential health risks on substances emitted from metal shredders. Analyze risks to public health from exposure to specified toxic metals and other emitted substances, and their potential to differentially impact infants and children. Generate Reference Exposure Levels (RELs) or cancer Inhalation Unit Risk Factor (IUR) risk assessment documents that analyze risks to public health from exposure to specified toxic metals or other emitted substances using quantitative risk assessment methodology in the Air Toxics Hot Spots program's Technical Support Documents, including the following: application of No Observable Adverse Effect Levels or benchmark dose methods to the derivation of health-protective Reference Exposure Levels for non-cancer endpoints; application of models to experimental data such as the linearized multistage model and benchmark dose model for derivation of cancer potency factors. Prepare and present these documents for the public workshops and Scientific Review Panel (SRP) meetings and respond to public and peer review comments.
- 10% Engage in risk communication planning and activities to deliver clear, plain language messaging specific to different stakeholders and the general public. Develop risk communication strategies and plans for programs within ATRAS including Hot Spots, Metal Shredders, and Landfills. Present OEHHA findings to both scientific and non-scientific audiences and facilitate stakeholder interactions. Produce supporting materials such as briefing sheets, FAQs, and data summaries to facilitate understanding of hazard and risk to communities affected by environmental contaminants. Attend and participate in public meetings, both in person and virtually, and respond to inquiries from the public and media.

Marginal Functions (Including percentage of time):

- 5% Provide technical assistance to other sections of OEHHA relating to the toxicology of contaminants of air and other media; perform scientific peer reviews of documents prepared by OEHHA; participate in departmental team projects and assignments. Assist and prepare departmental documents, bill analyses, regulations and reports relating to airborne toxicants and emission pollutants.
- 5% Attend Racial Equity and Environmental Justice (REEJ)-related trainings and activities. Trainings include building skills to enhance OEHHA's outreach through improving science



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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. Work in an enclosed, non-windowed office cubicle in a smoke-free environment. Hours are worked on a flextime basis, subject to supervisor's approval, and may at times necessitate attendance at the State office or at off-site meetings outside standard office hours. May be required to travel to other locations for business related needs as necessary. Travel may be required locally and within the state.

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