

DUTY STATEMENT

CURRENT

PROPOSED

RPA Number: HRC0001135	Classification/CBID: Senior Toxicologist/S10	Position Number: 810-340-7943-001
Incumbent Name:	Working Title:	Effective Date:
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Program/Division: Safer Consumer Products Program	Branch/Section/Unit: CPET Branch/Toxicology and Exposure Unit	Reporting Location: HQ
Supervisor's Name: Andre Algazi	Supervisor's Classification: Environmental Program Manager I	Position Telework Eligible: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Confidential Designation: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Designated Position for COI: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Position Designated Bilingual: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Supervision Exercised: <input type="checkbox"/> None <input type="checkbox"/> Lead <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Supervisory		

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.

Equity Statement

The Department of Toxic Substances Control (DTSC) values diversity, equity, and inclusion throughout the organization. We foster an environment where employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. We believe the diversity of our employees is essential to inspiring innovative solutions. Together we further our mission to protect California's people and environment from harmful effects of toxic substances by restoring contaminated resources, enforcing hazardous waste laws, reducing hazardous waste generation, and encouraging the manufacture of chemically safer products.

Position Description

Under the general direction of the Environmental Program Manager I (Supervisory), the Senior Toxicologist is responsible for developing, organizing, directing, and evaluating work in the Toxicology and Exposure Unit in the Safer Consumer Products (SCP) Program. The Senior Toxicologist receives assignments and direction from the Environmental Program Manager I (Sup), Branch Chief, and may also receive direction from Deputy Director of the SCP Program. The Senior Toxicologist directly supervises Toxicologists, Research Scientist IIIs, Environmental Scientists, Senior Environmental Scientists (Specialists), and Sr. Hazardous Substances Engineers. The incumbent performs the full range of supervisory and management duties, including, but not limited to: interpreting and adhering to state and federal laws, rules, regulations, bargaining unit contracts and policies in all personnel practices; providing direction and guidance regarding work assignments and daily work activities to ensure timely completion of assignments; reviewing work and evaluating performance of staff by

providing regular feedback and completing timely probationary reports, annual performance appraisals, and individual development plans; monitoring employee performance and, if necessary, utilizing progressive discipline principles and procedures; completing personnel documentation; utilizing competitive hiring processes; and approving or denying administrative requests including leave, overtime, travel, and training. The Senior Toxicologist has regular contact with Branch Chiefs, Executive Staff, the Office of Communications, external DTSC stakeholders including other federal, state, and local government agencies, as well as business, industry, trade, community, environmental and public interest groups by telephone, email, or in person. Specific duties include, but are not limited to, the following:

Essential Functions (Including percentage of time):

30%	<p>Supervision and Personnel Management</p> <p>Plans, organizes, directs, and provides supervisory review of work performed in a unit of staff toxicologists, associate toxicologists, and senior environmental scientist (specialists). This work may include evaluating and synthesizing information on the hazards of chemicals found in consumer products, potential chemical exposures from these products, and adverse impacts that may result from such exposures. Supports, and may manage and direct, interdisciplinary project teams of toxicologists, environmental scientists, and engineers across SCP implementing the program's regulatory framework. This work may include evaluating chemicals for potential listing as Candidate Chemicals; evaluating consumer products and the Candidate Chemicals they contain for potential listing as Priority Products; evaluating Alternatives Analyses submitted by manufacturers of Priority Products; and developing regulatory responses to minimize exposures to, or adverse impacts from, exposure to Chemicals of Concern in Priority Products. Provides regular and timely written performance appraisals to staff. Counsels staff and initiates disciplinary actions as necessary. Recruits, hires, trains, and develops staff, and provides mentorship and leadership to ensure knowledge transfer and succession planning; and complies with state and federal laws, rules, regulations, bargaining unit contracts and policies in all personnel practices, including, but not limited to hiring, employee development, and management.</p>
25%	<p>Technical Review, Support, and Training</p> <p>Conducts technical reviews of chemical hazards and consumer product-related exposure scenarios prepared by toxicologist and non-toxicologist staff from across SCP, applying and integrating scientific, toxicological and exposure assessment principles, and consistency of program work products. Provides guidance to staff in the preparation of more complex assessments and studies to characterize adverse human and environmental health impacts of exposure to chemicals in consumer products, in support of regulatory decision making. Leads the development and regular updating of the revised SCP Toxicology Approach Guidance, which will standardize hazard evaluation, exposure methodologies, and the role of new approach methodologies (NAMs) in regulatory evaluations. Oversees development and delivery of formal and informal scientific training to SCP program staff, as well as other department staff, on topics related to toxicology and exposure assessment, relevant to the work of SCP.</p>
20%	<p>Coordinating Implementation of SCP Regulations</p> <p>Regularly coordinates with other supervisors and managers in the SCP Program to manage project schedules and resources to support timely and effect implementation of SCP regulations. Coordinates with various DTSC programs, other agencies and departments, and external groups to ensure the SCP regulations are implemented in a clear and transparent manner based on reliable scientific information. This coordination may include providing consultation and participating in meetings. Provides input and support for the development and implementation of the SCP Strategic Plan and departmental policies related to chemicals management; this may also entail reviewing and providing feedback on documents pertaining to candidate chemicals, priority products, and alternatives analysis. Coordinates with the Human and Ecological Risk Office (HERO) on requests from SCP project teams for technical consultation and assistance pertaining to toxicology, exposure assessment, and human or environmental impacts of chemicals found in consumer products. Represents the department before the media and governmental, scientific, professional, and public groups regarding the SCP Program.</p>

10%	<p>External Scientific and Technical Coordination Coordinates with external experts to expand cooperation and leverage expertise on issues related to toxicology and exposure science. Serves as SCP’s liaison with other state and federal agencies and leads the program’s collaboration with United States Environmental Protection Agency (U.S. EPA) under our MOU. Works with U.S. EPA, the Office of Environmental Health Hazard Assessment (OEHHA), and others to build capacity and tools in areas such as cumulative and aggregate assessment, exposure modeling, and represents DTSC before scientific, governmental, industry, and public groups on issues related to the SCP program.</p>
5%	<p>Administrative Duties Performs administrative duties including, but not limited to adhering to department policies, rules, and procedures; submitting administrative requests, including leave, travel, and training, in a timely and appropriate manner; accurately reporting time in the Daily Log system; submitting timesheets by the due date; and managing unit-level administrative functions.</p>
<p>Marginal Functions (Including percentage of time):</p>	
5%	<p>Other In-House Activities Supervises other activities housed in SCP Program. Consults with federal, state, and local and federal organizations on technical issues related to DTSC’s programs and activities.</p>
5%	<p>Overseeing IT Systems and Use of Data Science Software Tools Works with program and Office of Environmental Information Management (OEIM), to identify and develop information technology tools and expertise to manage complex data on the properties of chemicals and the consumer products that contain them, gathered from international and governmental entities (e.g., OEHHA; U.S. EPA; the European Chemicals Agency, and others).</p>
<p>Consequences of Error: (if applicable)</p>	
<p>Typical Physical Conditions/Demands:</p>	
<p>The work typically requires sitting for prolonged periods while reading, writing, typing, and participating in meetings. The position requires bending and stooping. The job requires extensive use of a personal computer and the ability to sit/stand at a desk, utilize a phone, and type on a keyboard for extended periods of time. It may be required to stand, bend, squat, reach, grasp and pick up items consistent with office work. The incumbent may be required to lift 10 pounds and occasionally stand, bend, squat, reach, grasp, or kneel for long periods.</p>	
<p>Typical Working Conditions:</p>	
<p>Works in multi-story building, in a cubicle office setting using a variety of office equipment, e.g., computers, telephones, copiers, etc., with artificial light and temperature control, and attends meetings in similar settings. On an as-needed basis, work outside normal work hours, including evenings and weekends, may be required. A telework schedule may be available (the incumbent will be expected to be available through various platforms throughout the day to communicate on work related activities). The work schedule is Monday through Friday. Travel may be required locally and within the state. If travel is required, it will be by commercial carrier or auto, whichever method is in the best interest of the State. This position will have daily contact with DTSC staff, external state, and federal agencies, and local government representatives, and the public either in person, via email/telephone, or videoconferencing.</p>	
<p>Special Requirements of Position (Check all that apply):</p>	

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:

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

HUMAN RESOURCES BRANCH USE ONLY:

- Duties meet class specifications and allocation guidelines.
- Exceptional allocation, STD 625 on file.

Analyst initials: [Click or tap here to enter text.](#) Date Approved: [Click or tap to enter a date.](#)

Revision Date (if applicable): [Click or tap to enter a date.](#)