



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

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: ASACIB-005 FY 25-26	Classification Title: Staff Toxicologist (Specialist)	Position Number: 811-150-7978-XXX
Incumbent Name:	Working Title: Contaminated Sites Toxicologist	Effective Date:
Tenure: Limited Term 24 Months	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: Division of Scientific Programs/Air and Site Assessment and Climate Indicators Branch	Section/Unit: Climate Indicators and Site Assessment Section	Reporting Location: Sacramento/Oakland
Supervisor's Name: Nathalie Pham	Supervisor's Classification: Senior Toxicologist	CBID: R10
Confidential Designation: <input checked="" type="checkbox"/> YES <input 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 Climate Indicators and Site Assessment Section (CISAS) within the Air and Site Assessment and



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Incumbent:
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Climate Indicators Branch provides scientific evaluations, research and technical work for CalEPA, its boards and departments, other state and local programs, non-governmental organizations, and the public on issues relating to environmental challenges that impact human or ecological health. CISAS comprises two main programs: the Contaminated Sites Program and the Climate Change Indicators Program. The Contaminated Sites Program provides technical consultation on human health risk assessments to the Regional Water Quality Control Boards (RWQCBs), and local governmental agencies overseeing the cleanup of contaminated sites. The Climate Change Indicators Program conducts research on observed changes in climate, the human factors that influence these changes (its “drivers”), and the impacts of these changes on California’s physical environment, ecosystems, and human health. CISAS also conducts other activities, including publishing updates to lists of potentially hazardous art and craft materials, evaluating and providing guidance on exposures to toxins from harmful algal blooms, and providing scientific support to special projects, as requested.

Under the general direction of the Senior Toxicologist, Chief, CISAS, the Staff Toxicologist independently and/or as a member or leader of a team provides risk assessment expertise relating to the evaluation of the human health and ecological risks at contaminated sites. The Staff Toxicologist (Specialist) serves as a subject matter expert in assessing human and ecological risks at contaminated sites and provides toxicological assistance and consultation in support of other programs in OEHHA. Specific duties include:

Essential Functions (Including percentage of time):

- 30% Performs critical reviews, following accepted risk assessment methodology, of work plans, risk assessments, and related documents prepared by consultants on sites where there is concern about adverse human health or ecological effects. Reviews address the following elements, as appropriate to the document and the site under review: site characterization; chemical contaminants of concern; site conceptual model; hazard identification and toxicity assessment; exposure assessment; and risk characterization. Organizes and evaluates environmental monitoring data supplied by RWQCBs, local government, responsible parties, or their consultants to assess risk to human health and the environment. Prepares risk assessment documents on specific sites, as directed by the section chief. Conducts background research on risk assessment issues/topics relevant to specific sites.
- 30% Based on the review of the work plan, risk assessment or other related document above, prepares memoranda presenting OEHHA’s scientific evaluation and technical recommendations regarding the adequacy of site-specific risk assessments for the RWQCB or local governmental entities to use in making risk management decisions on the site. Performs and evaluates risk calculations and hazard estimates using OEHHA’s risk assessment approaches. Provides toxicological consultation to RWQCBs and local governmental entities on questions or issues relating to the site. Represents OEHHA at site, project, and public meetings relating to OEHHA’s human health or risk assessment review of specific sites.
- 15% Evaluates complex toxicological issues associated with contaminated sites, including cumulative and mixture exposures and emerging contaminants of concern. Conducts literature



reviews and toxicological evaluations to support interpretation of toxicity values and exposure assumptions used in site risk assessments. Provides technical input on issues related to ecological toxicology, environmental fate and transport, and technical expertise related to toxicological hazard characterization and interpretation of risk assessment results.

- 15% Provides technical consultation and guidance to RWQCBs, local governments, responsible parties, and consultants regarding the preparation and interpretation of site-specific risk assessments. Represents OEHHA in technical discussions and interagency workgroups addressing contaminated site risk assessment issues and emerging contaminants. Participates in site meetings and provides expert input on toxicological considerations in risk characterization and cleanup decision-making. Maintains awareness of potential cumulative exposures affecting environmental justice communities and contributes technical input to risk assessment discussions involving disproportionately impacted populations. Monitors, and maintains expertise in, developments or changes in risk assessment guidance, approaches, toxicity criteria, models and other tools by reviewing scientific literature, participating in meetings, and attending training sessions. Sources include scientific journals, U.S. Environmental Protection Agency, International Agency for Research on Cancer, Agency for Toxic Substance and Disease Registry and other agency or authoritative body publications, on-line and in-person training, scientific meetings and other sources.

Marginal Functions (Including percentage of time):

- 5% Attends required and optional training on non-technical topics, such as computer/internet security, ethics, defensive driving, and document accessibility; and preparing individual program, project and time reports. Performs administrative activities necessary to support section operations, which may include maintaining records of site review activities, assisting with internal coordination across OEHHA programs, and completing time reporting and other routine administrative tasks.
- 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 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.



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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. The air-conditioned accommodation consists 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, including statistical and analytical computer packages, web content software, communication resources, and word processing software.

The office hours are 8:00 A.M. – 5:00 P.M., with accommodation subject to supervisor's (and above) approval. The duties may at times necessitate attendance at the State office or at external meetings outside standard office hours. Occasional day trips and overnight travel will be required to attend meetings, public hearings, and/or to work with other governmental entities to complete projects and work assignments. Available to travel statewide, including assignments at short notice, and occasionally out of 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:

Fair Labor Standards Act (FLSA) exempt employees are expected to work the hours necessary to accomplish assignments and fulfill their responsibilities. The employee's workload will normally require 40 hours per week to accomplish. However, inherent in the job is the responsibility and expectation that work weeks of longer duration may be necessary for which there will be no additional compensation in any form.

Management can require FLSA exempt employees to work specified hours.

However, consistent with operational needs, and the services which management has determined must be provided, the FLSA exempt employee, subject to notifying and obtaining management concurrence, has the flexibility to alter their daily and weekly work schedules.



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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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Under the direction of the Senior Toxicologist, Chief, CISAS, the Associate Toxicologist performs technical and analytical work of average difficulty to support the evaluation of human health and ecological risks at contaminated sites. The Associate Toxicologist reviews less complex risk assessment documents and prepares technical summaries, and recommendations and provides toxicological assistance and consultation in support of other programs in OEHHA, while developing subject matter expertise in risk assessment and environmental health. Less complex risk assessments are those involving few chemical contaminants, where the toxicity of these chemicals is well known, where exposures are well defined, and where the collection, use and interpretation of data for assessing human or ecological risk following the release of hazardous chemicals to soil or water are simple and straightforward. All work products will be subject to review by more senior Section colleagues, including the section chief. Specific duties include:

Essential Functions (Including percentage of time):

- 30% Performs reviews, following accepted risk assessment methodology, of less complex risk assessments, and related documents prepared by consultants on sites where there is concern about adverse human health or ecological effects. Reviews address the following elements, as appropriate to the document and the site under review: site characterization; chemical contaminants of concern; site conceptual model; hazard identification and toxicity assessment; exposure assessment; and risk characterization. With guidance from the section chief or a senior colleague, consults appropriate guidance documents to organize and evaluate environmental monitoring data supplied by RWQCBs, local government, responsible parties, or their consultants to assess risk to human health and the environment. Assists in preparing risk assessment documents on specific sites, as directed by the section chief. Conducts background research on risk assessment issues/topics relevant to specific sites.
- 30% Based on the review of the work plan, risk assessment or other related document above, and with feedback and guidance from a senior colleague, prepares memoranda presenting OEHHA's scientific evaluation and technical recommendations regarding the adequacy of site-specific risk assessments for the RWQCB or local governmental entities to use in making risk management decisions on the site. Performs and evaluates risk calculations and hazard



estimates using OEHHA's risk assessment approaches. Provides toxicological consultation to RWQCBs and local governmental entities on questions or issues relating to the site, with input from a senior colleague, as needed. Participates in site, project, and public meetings relating to OEHHA's human health or risk assessment review of specific sites.

- 15% Assists in evaluating complex toxicological issues associated with contaminated sites, including cumulative and mixture exposures and emerging contaminants of concern. Conducts literature reviews and toxicological evaluations to support interpretation of toxicity values and exposure assumptions used in site risk assessments. Provides technical input on issues related to ecological toxicology, environmental fate and transport, and toxicological hazard characterization, with guidance as needed.
- 15% Provides technical consultation to RWQCBs, local governments, responsible parties, and consultants regarding the preparation and interpretation of less complex site-specific risk assessments. Represents OEHHA in technical discussions addressing contaminated site risk assessment issues and emerging contaminants. Participates in site meetings and provides input on toxicological considerations in risk characterization and cleanup decision-making. Maintains awareness of potential cumulative exposures affecting environmental justice communities and contributes technical input to risk assessment discussions involving disproportionately impacted populations. Develops knowledge in risk assessment guidance, approaches, toxicity criteria, models and other tools by reviewing scientific literature, participating in meetings, and attending training sessions. Sources include scientific journals, U.S. Environmental Protection Agency, International Agency for Research on Cancer, Agency for Toxic Substance and Disease Registry and other agency or authoritative body publications, on-line and in-person training, and scientific meetings.

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