

DUTY STATEMENT

Employee Name:	Position Number: 581-353-7978-xxx
Classification: Staff Toxicologist (Specialist)	Tenure/Time Base: Permanent/Full-Time
Working Title: Emergency Response Toxicologist	Work Location: 850 Marina Bay Parkway, Building, P. 3 rd Floor, Richmond
Collective Bargaining Unit: R10	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Healthy Communities	Branch/Section/Unit: Environmental Health Investigations Branch, Exposure Investigations Section, Emergency Preparedness Team Unit

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) 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 departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

Job Summary

The Emergency Preparedness Team Unit in the Environmental Health Investigations Branch (EHIB), Exposure Investigations Section, supports the California Department of Public Health's (CDPH) mission and strategic plan by enhancing emergency preparedness and response goals for natural disasters and hazardous materials releases, with a particular emphasis on environmental exposures and health implications.

Under the general direction of the Research Scientist Supervisor I, the Staff Toxicologist (Specialist) is a member of a multidisciplinary team and acts as a subject matter expert in toxicology, providing

scientific evaluations, exposure and risk assessments, and technical work relating to toxicological exposures that result from environmental or occupational emergencies.

The Staff Toxicologist (Specialist) supports state and local preparedness, response, recovery, and mitigation activities aligned with national Public Health Emergency Preparedness priorities and strategies. Provides guidance and consultation pertaining to chemical incidents, environmental emergencies, and natural disasters.

Maintains expert knowledge of the toxicological literature and develops recommendations, health advisories, and public guidance for preventing and mitigating potential public health impacts from environmental emergencies. Coordinates with federal, state, local, territorial, and tribal agencies, as well as other relevant stakeholders to develop risk reduction measures and technical guidance. During an emergency activation, the incumbent works effectively and cooperatively under stress and pressure with short notice, and may be required to work irregular hours, weekends, holidays, or extended shifts in the field.

Special Requirements

- ☒ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: Light travel up to 5% may be required.
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

- 35% Provides toxicological subject matter expertise, assistance, and consultation to CDPH and local jurisdictions in preparing for, responding to, recovering from, and mitigating impacts from environmental and occupational emergencies, natural disasters, and other non-infectious threats. Coordinates with federal, state, local, territorial, and tribal agencies, and other relevant stakeholders. Conducts critical reviews of health risk assessments and related documents prepared for regulatory agencies on emergency responses where there is concern about adverse impacts to human, environmental, and animal health. Engages in exposure identification, identifying chemical contaminants of concern, hazard identification, toxicity assessments, exposure assessments, and risk characterization. Evaluates environmental monitoring and sampling data to assess exposure risk and public health implications. Conducts background research on risk assessment and topics relevant to specific emergency response or recovery, and develops appropriate recommendations.
- 35% Designs, conducts, and advises on public health investigations, assessments, and evaluations of complex exposures in response to acute environmental or occupational emergencies. Develops, collaborates, and reviews reports, briefs, public outreach materials, and other public-facing communications. Uses environmental, health, and other data sources to identify at-risk populations and locations for developing relevant awareness and risk reduction strategies. Supports the team in improving data streams and systems for identifying population vulnerabilities and high-hazard facilities using vulnerability indicators, hazard databases, and

Geographic Information Systems. Assists with establishing case finding protocols for public health investigations following environmental incidents. Manages data collection, reporting, data management, and analysis during public health investigations. Provides technical advice on environmental and health data and methods for documenting the consequences of a hazardous materials release and identifying the source of a release. Provides consultation and recommendations related to hazard identification, toxic exposures, and health outcomes to CDPH, local health jurisdictions, other state agencies, and additional stakeholders as needed.

- 15% Creates and delivers audience-tailored presentations, trainings, reports, and other documents to government, professional, and lay audiences on toxicological concepts related to environmental and occupational emergencies. Exercises proficiency in plain language writing. Creates mitigation measures and risk management protocols for CDPH, state, local, and other agencies.
- 10% Reviews emergency preparedness, response, and recovery plans. Contributes to and participates in exercises designed to validate emergency plans, test resource capabilities, and identify gaps. Travels for public health investigations, rapid needs assessments, response/recovery technical assistance, trainings, exercises, and conferences. Participates in the Environmental & Occupational Duty Officer Program, providing technical support for emergencies, approximately 8 weeks a year. This entails 24/7 availability for response to chemical releases, coordination with appropriate authorities, providing technical support, and mobilizing resources, as necessary.

Marginal Functions (including percentage of time)

- 5% Participates in EHIB's Public Inquiry System and performs other job-related duties as required. Maintains ongoing training in emergency management and other related disaster topics.

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

☐ I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

HRD Use Only:

Approved By: CB

Date: 07/2026