

Classification Associate Toxicologist	Position Number 814-600-7941-XXX	Location Sacramento (Headquarters)
Division/Branch Human Health Assessment Branch	Supervisor's Classification Senior Toxicologist	Collective Bargaining Identification Designation (CBID) R10
Conflict of Interest Disclosure: ☒ Yes ☐ No	Incumbent (If filled) VACANT	

☐ **Job requires driving automobile:** In this position, the incumbent may, as needed, drive a state vehicle for work purposes. (Employee must complete DPR-034, Request for Driver Record Information).

SUPERVISORY RESPONSIBILITIES
(Check One)

☐ Managerial ☐ Supervisory ☐ Lead Person ☒ None

Direct Supervision Exercised:		Indirect Supervision Exercised:	
No. of Employees	Classification Title	No. of Employees	Classification Title

I have read and discussed these duties with my supervisor.

Employee Signature	Date
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I certify that the DPR-217 accurately represents the duties and responsibilities of the position.

Supervisor Signature	Date
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Description of Duties (*Attach additional sheets, if necessary, and identify position information*)

Summarize the regularly assigned duties of the position by percentage in descending order. Do not combine distinct activities into a single percentage. Descriptive information should reflect variety and complexity of duties through: supervision exercised and/or received; responsibility for decision making and consequence of error; analytical requirements; special knowledge; skills or abilities required; level, type and frequency of public contact; and unusual working conditions (i.e., field work, bilingual services, etc.); and physical requirements (physical demands, environmental demands).

Percent of Time	Activity
	Under the direction of the Senior Toxicologist, the Associate Toxicologist acts as a scientific expert for assessing human exposure and health risks to pesticide products via different exposure media, pathways, and routes using different tools and technologies, including databases and models, data analytic methods, and (or) computational tools. The Associate Toxicologist independently identifies problems, develops courses of action, and conducts complex scientific investigations and studies. <u>ESSENTIAL FUNCTIONS:</u> 40% As part of the Department's pesticide registration process, which supports pesticide product registration decisions, the incumbent analyzes, evaluates, and interprets toxicity studies for toxicological endpoint selection and point-of-departure (POD) identification. The incumbent locates, reviews, and evaluates pesticide product labels and exposure data to assess human exposure to pesticides. The incumbent also describes the rationale for selecting specific studies and the assumptions used in POD identification and exposure calculations. The incumbent applies risk assessment principles to estimate the potential health risks of pesticide products based on toxicological and exposure data and to develop product registration reviews. 40% Reviews and evaluates pesticide product labels, locates and reviews human exposure studies, and assesses relevant government regulations and policies to develop pesticide exposure assessment documents which supports the development of measures to mitigate pesticide-related health risks. Uses information submitted to the Department, as well as the open literature and reports, and publicly available modeling and statistical software tools, to develop a comprehensive multimedia, multi-pathway approach to pesticide human health risk analysis and mitigation. Performs critical reviews of data and evaluates studies submitted by registrants, DPR staff, and other agencies for scientific integrity and applicability to program objectives. 15% Interacts with chemists, statisticians, modelers, toxicologists, industrial scientists, and advocacy group scientists on technical aspects of the Department's policies and regulatory issues related to human exposure assessment. Updates policies and procedures to reflect current science and improve pesticide exposure analysis. Sustains and improves professional status, which includes reviewing current scientific literature pertinent to the use of pesticides and establishing contacts with appropriate university and research scientists. Attends professional meetings and training workshops and presents at scientific forums. Prepares scientific articles for publication and represents the Department to government organizations, professional societies and industry groups. Remains current with the latest technological developments on in vitro toxicity testing and 21st Century Toxicology [e.g., quantitative structural activity relationships (QSAR), physiological based pharmacokinetics (PBPK), and adverse outcome pathways (AOP)]. Maintains and updates references for guidelines and protocols in accordance with State and Federal regulatory requirements. May participate in scientific outreach activities on behalf of the section, branch, or department. <u>MARGINAL FUNCTIONS:</u> 5% Performs other duties consistent with the specifications of the classification.

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Percent of Time	Activity
	<u>WORKING CONDITIONS:</u> Any work performed in the office will be conducted in a climate-controlled cubicle within a high-rise building. Must be able to use a computer for up to 8 hours per day. Occasional travel by car or plane may be required. <u>CRITICAL JOB COMPETENCIES:</u> Communication - Makes clear and convincing oral presentations to individuals or groups; informs, persuades, builds consensus; knows the audience; facilitates open exchanges of ideas/opinions; selects and uses appropriate communication approaches; actively listens; effectively uses e-mail; avoids mixed messages, the body language says one thing, the words another; and applies business writing principles to all written communications. Decisiveness - Makes decisions in a decisive and timely manner; willingly shares decision making with direct reports - transparent decision making process as warranted; accepts accountability for decisions; perceives impact and implications of decisions; takes action consistent with available facts, constraints, and probable consequences; and enables others to succeed and make decisions for themselves. Ethics/Integrity - Creates a culture of trusting relationships; demonstrates trust and principled leadership; promotes organizational vision and values through ethical leadership principles; tells it straight - open and honest even about the bad news; admits mistakes - not as an admission of weakness but as having integrity and being trustworthy; and provides examples of the vision and values of the organization through own authenticity. Flexibility/Adaptability - Readily integrates changes midstream into work processes and outputs; demonstrates openness to new organizational structures, procedures, and technologies; and shifts gears comfortably. Political Acumen - Identifies the internal and external politics that impact the work of the organization; perceives organizational and political reality and acts accordingly; considers a broad range of internal and external factors (big picture) when solving problems and making decisions; identifies critical, high payoff strategies and prioritizes work efforts accordingly; in taking action, demonstrates an understanding and consideration of how it will impact stakeholders and affected areas in the organization; formulates strategies that are achievable, cost effective, and addresses administration and organizational goals; develops and balances operational and strategic management skills; and creates a strategic frame of reference. Problem Solving - Perseveres in the face of obstacles such as diminishing financial resources; knows there is more than one way to get to the destination; anticipates problems and encourages a culture of proactive problem solving; and ensures comprehensive evaluation of the costs and benefits of all options in determining the preferred solution.

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	Project Management - Garners support for projects; develops work plans with tasks, timeframes, milestones, resources, and dependencies; uses resources efficiently and manages effectively within budget limits; anticipates potential problems and institutes controls and contingency plans to address them; and monitors project progress. Self-Motivation, Optimism, Sustained Commitment, Perseverance, Patience - Demonstrates a bias toward optimism and maintains a sense of humor; retains stamina and bounces back from setbacks; views mistakes as opportunities for growth/positive learning experiences. Teamwork - Facilitates and maintains cooperative working relationships; works toward accomplishment of group goals; values and encourages the input and expertise of others; and fosters commitment, team spirit, pride, and trust. Technical Credibility – Understands and appropriately applies procedures, requirements, policies, and regulations related to specialized expertise; integrates technology into the work to improve program effectiveness; possesses up-to-date knowledge in the profession and industry and accesses other expert resources when appropriate; and translates concepts and ideas into strategies and action steps. <u>PROFESSIONAL ATTRIBUTES:</u> In addition to the above, the incumbent possesses the willingness and ability to: get along with others; accept direction from supervisors/lead persons; abide by work rules; accept constructive criticism; and work effectively within a team environment.