



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

DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

RPA Number: PETB-001 FY 26-27	Classification Title: Senior Toxicologist	Position Number: 811-165-7943-001
Incumbent Name:	Working Title: Section Chief	Effective Date:
Tenure: Permanent	Time Base: Full Time	Intermittent Hours Per Month:
Division/Office: Division of Scientific Programs/ Pesticide and Environmental Toxicology Branch	Section/Unit: Pesticide Exposure Evaluation and Medical Education Section	Reporting Location: Sacramento or Oakland
Supervisor's Name:	Supervisor's Classification: Supervising Toxicologist (Managerial)	CBID: S10
Confidential Designation: ☐ YES ☒ NO	Designated Position for Conflict of Interest: ☒ YES ☐ NO	Position Telework Eligible: ☒ YES ☐ NO
Supervision Exercised: ☐ None ☐ Lead ☐ Managerial ☒ 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.



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Position Description

Under mandates in the Health and Safety Code Sections 105200 and 105205, and Food and Agricultural Code Sections 12980 and 12982 (Primary), and Sections 12561, 13121, 13141, 14021 (Secondary), the Pesticide Exposure Evaluation and Medical Education Section of the Pesticide and Environmental Toxicology Branch has responsibilities in pesticide related health evaluations and agricultural worker health and safety evaluations, regulations, and education.

Under general direction of the Supervising Toxicologist (Managerial), Chief of the Pesticide and Environmental Toxicology Branch, the Senior Toxicologist serves as Chief of the Pesticide Exposure Evaluation and Medical Education Section. The Senior Toxicologist works as a member of a multidisciplinary team and performs supervisory, administrative, and technical activities. The Senior Toxicologist is expected to independently perform the tasks assigned following general and specific guidance and provide documentation on scientific determinations. The Senior Toxicologist will perform the following duties and other related work.

Essential Functions (Including percentage of time):

- 30% **Supervise and monitor staff activities related to pesticide-related legislative mandates.** Guide and prioritize activities related to the review and evaluation of pesticide exposures, epidemiology and toxicology data, illness reports, proposed worker exposure study protocols, proposed worker exposure mitigation, pesticides used or proposed for use in California (e.g., food, fumigation, combat of invasive pests), and environmental pesticide release (intended applications or accidental spills). Direct joint efforts with the Department of Pesticide Regulation to develop pesticide worker health and safety regulations. Guide staff members in providing toxicology and epidemiologic technical assistance to county health officers in the investigation of community and occupational pesticide illness incidents. Supervise the review and analysis of pesticide illness reports (PIRs). Supervise the formulation and implementation of a plan for improving the accuracy, timeliness, and completeness of pesticide illness reporting.
- 20% **Supervise and monitor staff activities related to physician trainings.** Direct the development of an outreach plan for identifying and providing training to physicians and other health care providers on the recognition, management, and reporting of pesticide-related illnesses. Supervise the implementation plan and its annual evaluation to ensure their completion. Review new and updated educational material produced by technical staff for accuracy and completeness.
- 20% **Supervise and monitor staff activities related to the Medical Supervision Program.** Direct the development and implementation of a work plan to improve the California Medical Supervision Program, which registers and provides training to medical supervisors who monitor blood cholinesterase levels of pesticide workers. Collaborate with the Department of Pesticide Regulation to analyze the reported blood cholinesterase levels and evaluate effectiveness of the program.
- 10% **Supervise and monitor staff activities related to health effects of exposure to pesticides.** Develop or review work plans and timelines for staff members to ensure quality of deliverables. Review documents produced by staff members to ensure quality work and on time delivery. Perform technical reviews, evaluations and writing of more complex scientific issues.



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10% Provide general supervision. Conduct evaluations such as performance appraisals and probation reports to provide feedback on work performance and identify areas for staff training and improvement. Approve employee timesheets, teleworking arrangements, and/or alternate work schedules to ensure compliance with departmental policies. Apply the State's progressive discipline structure as appropriate to facilitate effective performance and address any performance issues such as inappropriate behavior and/or poor performance. Promote and maintain a positive work environment per the Department's Equal Employment Opportunity policy. Track projects to ensure that assigned work is accomplished in a timely manner. Devise questions and conduct interviews and other hiring associated activities to make necessary appointments to fill vacancies. Attend supervision and management trainings.

5% Represent OEHHA on matters related to health effects of exposure to pesticides. Interact with other scientists and health professionals within and outside the department, state and local officials, agricultural commissioners, legislature, advocacy groups, health officers, health care providers, and the general public to communicate about pesticide-related issues. Attend public meetings, workshops, and hearings to gather feedback and share information.

Marginal Functions (Including percentage of time):

5% Read scientific literature, attend scientific conferences, engage in activities appropriate for program development. Attend continuing education courses to maintain and further develop technical skills and expertise. Prepare articles for publication in scientific journals and organize and participate in scientific meetings and conferences at the local and national level. Organize technical workshops of interest to the program. 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. In the absence of the Branch Chief, the Senior Toxicologist may represent the Branch at administrative and programmatic meetings.

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:

The incumbent works in an office setting in a downtown high-rise building. The air-conditioned accommodations consist 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, statistical and analytical computer packages, communication resources, and word processing software. Available to travel statewide and occasionally out of state. May be required to travel to other locations for business related needs as necessary.



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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