



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

Incumbent:
Classification: Staff Toxicologist (Specialist)
Position Number: 811-145-7978-036

DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

RPA Number: RCHAB-001 FY 26-27	Classification Title: Staff Toxicologist (Specialist)	Position Number: 811-145-7978-036
Incumbent Name:	Working Title:	Effective Date:
Tenure: Permanent	Time Base: Full Time	Intermittent Hours Per Month:
Division/Office: DSP	Section/Unit: RCHAB/RTES	Reporting Location: Oakland/Sacramento
Supervisor's Name: Francisco Moran Messen	Supervisor's Classification: Senior Toxicologist	CBID: 10
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.

Position Description

The Reproductive Toxicology and Epidemiology Section (RTES) within the Reproductive and Cancer Hazard Assessment Branch (RCHAB) provides technical support for listing chemicals as causing reproductive toxicity under Proposition 65; develops guidelines for assessing risks of exposure to



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chemicals that cause reproductive toxicity; conducts dose response and exposure assessment; and provides technical assistance to other programs in the Office of Environmental Health Hazard Assessment (OEHHA), the Attorney General's Office, and other California governmental entities.

Under general direction of the Senior Toxicologist, Chief, RTES, the Staff Toxicologist (Specialist) works as a member of a multidisciplinary team and acts as a subject matter expert in general toxicology and reproductive toxicology while carrying out reproductive toxicity hazard identification, dose-response, and exposure assessment activities. The Staff Toxicologist (Specialist) will be instrumental in performing literature searches, evaluating toxicological data, performing dose-response analyses, and preparing hazard identification materials and dose-response documents.

The Staff Toxicologist (Specialist) will perform all the following duties and other related work.

Essential Functions (Including percentage of time):

- 35% ***Reproductive Toxicity Hazard Identification.*** Serve as the subject matter expert in the analysis and evaluation of whole animal, *in vitro*, mechanistic, and other data relevant to the evidence of developmental and reproductive toxicity for chemicals under consideration for listing or delisting as causing reproductive toxicity under Proposition 65. Prepare hazard identification materials and related documentation on whole animal, *in vitro*, mechanistic, and other data relevant to the identification of developmental or reproductive toxicity for presentation to internal and external expert bodies (e.g., the Developmental and Reproductive Toxicant Identification Committee – DARTIC). Provide review of public comments and prepare responses. Revise documents as appropriate to take public comments into account. Present materials and documentation on whole animal, *in vitro*, mechanistic, and other data to the DARTIC and other expert bodies. Respond to the concerns of the committee and public commenters on technical details.
- 25% ***Reproductive Toxicity Risk Assessment of Chemicals.*** Identify, and critically evaluate scientific literature relevant to performing dose-response assessment of chemicals causing developmental or reproductive toxicity. Evaluate toxicology, epidemiology, mechanistic data, and pharmacokinetic studies. Develop quantitative dose-response assessment, incorporating information on mechanism and mode of action, pharmacokinetic differences in humans and experimental animals, and other susceptibility factors, as appropriate. Develop maximum allowable dose levels (MADLs) for chemicals listed under Proposition 65 for review. Perform benchmark dose analyses as appropriate. Prepare dose-response and MADL documents for adoption in regulation and for other RCHAB assessment needs. Prepare formal responses to public comments received on proposed MADLs, for submittal to the Office of Administrative Law. Participate and provide expertise in public workshops to discuss toxicological and epidemiological issues.
- 20% ***Prioritization of Chemicals for Review.*** Provide expert technical scientific assistance in identifying and developing a list of agents with apparent exposure in California that may potentially pose a developmental or reproductive toxicity risk in humans. Prepare written



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evaluations on the extent and nature of the evidence for developmental and/or reproductive toxicity. Present scientific findings and analyses to expert committees (e.g., the DARTIC) and the public. Provide review of public comments and prepare responses. Update and maintain database to track prioritization of chemicals.

- 10% ***Advise on Reproductive Toxicity Risk Issues.*** Conduct scientific peer review of OEHHA and other state government documents, providing general expertise in toxicology, and particular expertise in developmental and reproductive toxicology. Respond to public inquiries on technical issues. Serve as a subject matter expert to provide advanced and specialized advice on technical issues related to exposures to chemicals causing developmental or reproductive toxicity.

Marginal Functions (Including percentage of time):

- 5% Conduct bill analyses to identify a bill's relevance to, and potential effects on, OEHHA or a program or programs within OEHHA and recommend a position on the bill (e.g., support, neutral, oppose). Develop or review budget change proposals to determine the need to increase or decrease funding for new or existing programs within OEHHA. Prepare legislative change proposals to propose new legislation or amendments to existing legislation pertinent to reproductive toxicity, as directed by OEHHA management. 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.
- 5% Prepare scientific papers on hazard assessments and dose-response assessments of reproductive and developmental toxicants or review papers on scientific topics relevant to reproductive toxicity for publication in scientific journals. Organize and provide support to technical workshops of interest to the program. Present at and participate in scientific meetings and conferences at the local and national level that are relevant to programmatic activities in order to disseminate information on Section activities and to gain current knowledge of scientific activities and advances relevant to reproductive toxicity and testing guidelines. Perform toxicological research on specific issues of interest to the Section. Plan and participate in activities to maintain and further develop professional skills and expertise, such as participation in conferences and workshops and keeping up-to-date on published literature in the field.

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:



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Incumbent:
Classification: Staff Toxicologist (Specialist)
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OEHHA has a hybrid work environment that includes work in an office setting in a high-rise building and telework at home. Office arranged in cubicles. Various time-critical assignments are part of the workload. Prolonged sitting while reviewing scientific articles, reports and generating scientific documents and reports is required. Repetitive motion in using office equipment occurs. May be required to travel to other OEHHA locations for business related needs as necessary. Off-site meetings and teleconferences sometimes take place. Hours of position vary between 8:00 a.m. and 5:00 p.m. Monday through Friday. Willingness to travel as needed.

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.n:



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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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California Environmental Protection Agency
Office Of Environmental Health Hazard Assessment

Incumbent:
Classification: Associate Toxicologist
Position Number: 811-145-7941-xxx

DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

RPA Number: RCHAB-001 FY 26-27	Classification Title: Associate Toxicologist	Position Number: 811-145-7941-xxx
Incumbent Name:	Working Title: Reproductive and Developmental Scientist	Effective Date:
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: Division of Scientific Programs/Reproductive and Cancer Hazard Assessment Branch	Section/Unit: Reproductive Toxicology and Epidemiology Section	Reporting Location: Sacramento or Oakland
Supervisor's Name: Francisco Moran Messen	Supervisor's Classification: Senior Toxicologist	CBID: R10
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.

Position Description

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Incumbent:
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Position Number: 811-145-7941-xxx

toxicity; conducts dose response and exposure assessment; and provides technical assistance to other programs in the Office of Environmental Health Hazard Assessment (OEHHA), the Attorney General's Office, and other California governmental entities.

Under direction of the Senior Toxicologist, Chief, RTES, the Associate Toxicologist works as a member of a multidisciplinary team and performs work of average difficulty in carrying out reproductive toxicity hazard identification, dose-response, and exposure assessment activities. The Associate Toxicologist will be instrumental in performing the more standard duties of literature searches, evaluating less complex toxicological data, performing less complex dose-response analyses, and preparing less complex sections of hazard identification materials and dose-response documents. All of these work products will be subject to review by more senior Section colleagues, including the Senior Toxicologist.

The Associate Toxicologist will perform all the following duties and other related work.

Essential Functions (Including percentage of time):

- 35% **Reproductive Toxicity Hazard Identification.** Provide technical expertise on the analysis and evaluation of whole animal, *in vitro*, mechanistic, and other data relevant to the evidence of developmental and reproductive toxicity for chemicals under consideration for listing or delisting as causing reproductive toxicity under Proposition 65. Prepare hazard identification materials and related documentation in collaboration with senior colleagues on whole animal, *in vitro*, mechanistic, and other data relevant to the identification of developmental or reproductive toxicity for presentation to internal and external expert bodies (e.g., the Developmental and Reproductive Toxicant Identification Committee – DARTIC). Provide initial and preliminary review of public comments and prepare proposed responses. Assist senior colleagues with revising documents as appropriate to take public comments into account. Present materials and documentation on whole animal, *in vitro*, mechanistic, and other data to the DARTIC and other expert bodies. Respond to the concerns of the committee and public commenters on technical details.
- 25% **Reproductive Toxicity Risk Assessment of Chemicals.** Identify, and critically evaluate less complex scientific literature relevant to performing dose-response assessment of chemicals causing developmental or reproductive toxicity. Evaluate less complex toxicology, epidemiology, mechanistic data, and pharmacokinetic studies. Develop draft quantitative dose-response assessment for review by the Senior Toxicologist, incorporating information on mechanism and mode of action, pharmacokinetic differences in humans and experimental animals, and other susceptibility factors, as appropriate. Develop draft maximum allowable dose levels (MADLs) for chemicals listed under Proposition 65 for review. Perform benchmark dose analyses as appropriate. Prepare dose-response and MADL documents for adoption in regulation and for other RCHAB assessment needs. Prepare draft formal responses to public comments received on proposed MADLs, for submittal to the Office of Administrative Law.
- 20% **Prioritization of Chemicals for Review.** Provide technical scientific input in identifying and developing a list of agents with apparent exposure in California that may potentially pose a developmental or reproductive toxicity risk in humans. Prepare preliminary written evaluations on the extent and nature of the evidence for developmental and/or reproductive toxicity. Present scientific findings and analyses to expert committees (e.g., the DARTIC) and the public. Provide initial and preliminary review of public comments and prepare proposed responses.



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10% Advise on Reproductive Toxicity Risk Issues. Conduct scientific peer review of OEHHA and other state government documents, providing general expertise in toxicology, and particular expertise in developmental and reproductive toxicology. Respond to public inquiries on technical issues. Advise on technical issues related to exposures to chemicals causing developmental or reproductive toxicity.

Marginal Functions (Including percentage of time):

- 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.
- 5%** Conduct preliminary bill analyses to identify a bill's relevance to, and potential effects on, OEHHA or a program or programs within OEHHA and recommend a position on the bill (e.g., support, neutral, oppose) for review by Section and Branch chiefs and other senior colleagues. Develop or review budget change proposals to determine the need to increase or decrease funding for new or existing programs within OEHHA. Draft legislative change proposals to propose new legislation or amendments to existing legislation pertinent to reproductive toxicity, as directed by OEHHA management. Prepare scientific papers on hazard assessments and dose-response assessments of reproductive and developmental toxicants or review papers on scientific topics relevant to reproductive toxicity for publication in scientific journals. Organize and provide support to technical workshops of interest to the program. Present at and participate in scientific meetings and conferences at the local and national level that are relevant to programmatic activities in order to disseminate information on Section activities and to gain current knowledge of scientific activities and advances relevant to reproductive toxicity and testing guidelines. Perform toxicological research on specific issues of interest to the Section. Plan and participate in activities to maintain and further develop professional skills and expertise, such as participation in conferences and workshops and keeping up-to-date on published literature in the field.

Typical Physical Conditions/Demands:

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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. Office arranged in cubicles. Various time-critical assignments are part of the workload. Prolonged sitting while reviewing scientific articles, reports and generating scientific documents and reports is required. Repetitive motion in using office equipment occurs. May be required to travel to other OEHHA locations for business related needs as necessary. Off-site meetings and teleconferences sometimes take place. Willingness to travel as needed.

Special Requirements of Position (Check all that apply):



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Incumbent:
Classification: Associate Toxicologist
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- ☐ Duties performed may require pre-employment and/ or routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.).
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Incumbent: Sarah Saucier
Classification: Staff Toxicologist (Specialist)
Position Number: 811-145-7941-xxx

Supervisor Statement

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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