

DUTY STATEMENT☒ **CURRENT**☐ **PROPOSED**

RPA Number: HRC0001371	Classification/CBID: Supervising Toxicologist / S10	Position Number: 810-571-7944-001
Incumbent Name:	Working Title: Branch Chief	Effective Date:
Tenure: Permanent	Time Base: Full Time	Intermittent Hours Per Month:
Program/Division: SMRP	Branch/Section/Unit: Human Ecological Risk Office	Reporting Location: Cal Center
Supervisor's Name: Craig Sanchez	Supervisor's Classification: Environmental Program Manager II	Position Telework Eligible: ☒ YES ☐ NO
Confidential Designation: ☐ YES ☒ NO	Designated Position for COI: ☒ YES ☐ NO	Position Designated Bilingual: ☐ YES ☒ NO
Supervision Exercised: ☐ None ☐ Lead ☐ Managerial ☒ Supervisory		

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.

Equity Statement

The Department of Toxic Substances Control (DTSC) values diversity, equity, and inclusion throughout the organization. We foster an environment where employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. We believe the diversity of our employees is essential to inspiring innovative solutions. Together we further our mission to protect California's people and environment from harmful effects of toxic substances by restoring contaminated resources, enforcing hazardous waste laws, reducing hazardous waste generation, and encouraging the manufacture of chemically safer products.

Position Description

Under the general direction of the EPM II (Division Chief), of the Site Mitigation and Restoration Program (SMRP), the Supervising Toxicologist (Branch Chief) provides overall coordination, management and leadership of the Human and Ecological Risk Office (HERO). The Branch Chief also provides scientific consultative services to DTSC staff to ensure that decisions are scientifically and technically sound, innovative, consistent with DTSC goals and procedures, representing current scientific standards for toxicology and risk assessment, and protective of public health and the environment. Specific duties include, but are not limited to:

Essential Functions (Including percentage of time):

40%	<u>Supervision and Personnel Management</u> Designs, reviews, and manages scientific and technical analyses addressing human and environmental issues related to hazardous waste sites, hazardous waste management, biological/chemical terrorism, and safer consumer products; participates in budget preparation and operational planning to forecast the need for toxicology (including radiological hazards), risk assessment and support of worker health and safety throughout DTSC, and budget management. Develops HERO objectives for scientific products and services to meet DTSC needs in relation to human health risk and ecological hazards. Interfaces with DTSC executive management and other DTSC program staff, or CalEPA staff and other Administration representatives, in the analysis of program support needs and the development of program goals to efficiently manage HERO staff and fiscal resources congruent with DTSC or State objectives or in the assessment of specific science-based Statewide policy, respectively. Develops program-specific policies, procedures, and guidance for internal stakeholders, including staff, supervisors, and Division leadership, to ensure consistent and compliant program operations. When required, develops or contributes to inter-agency guidance for external stakeholders such as other CalEPA BDOs and partner agencies to support statewide consistency and coordinated implementation. Provides liaison functions with program managerial and administrative staff. Participates in intra-agency and interagency task force efforts, meetings, and work groups to develop statewide policies as related to hazardous waste management. Participates in external scientific organizations to support further development, assessment, or review of scientific practices that are relevant to DTSC or statewide policies and practices for hazardous waste management or safer consumer products. Plans, organizes, directs, and provides managerial review of the work performed in HERO. Provides regular and timely written performance appraisals for staff. Counsels staff and initiates disciplinary actions as necessary. Recruits, hires, trains, develop, and provide leadership to staff completed within state and federal laws, rules, regulations, bargaining unit contracts and policies in all personnel practices including, but not limited to hiring, employee development, and management. Identifies appropriate long-range plans and goals to address succession planning and knowledge transfer. Insists that personal scientific development continues throughout staff's tenure.
20%	<u>Performance Measures</u> Assesses staff training, mentoring, and coaching needs to develop, implement, and evaluate a training plan to address those needs. Assists in the development of performance measures and in the establishment of the baseline/benchmark data analysis for all performance measures, including those that are currently tracked, and those that need analysis for development of tracking metrics. Utilizes data to refine and improve performance measures.
10%	<u>Consultant</u> Advises executive management on the implications of computational toxicology assessments, innovative exposure assessments, advanced approaches for characterizing aggregate and cumulative exposure from variable mixtures occurring via multiple pathways, toxicological findings, standards and criteria, relevant environmental practices, policies, or laws, as well as risk assessment to risk management options and actions proposed or anticipated. Reports on executive management problems arising from conflicts between program goals, staff resources, administrative limitations, health and safety, and toxicological and/or risk assessment issues. Advises executive management on problem solutions/options available to the Program.
10%	<u>Analysis</u> Provides strength and validity in presentation and consistency with the actions described immediately above using scientific principles to ensure scientific decision-making is rigorous in development. Develops appropriate communication of scientific findings. Establishes and maintains high scientific standards for scientific reviews, training products, expert witness testimony, public presentations, and research findings produced by DTSC through rigorous internal/external peer review and proper training/development.

10%	Research Initiates and designs research projects that support stated DTSC priorities. Prepares technical reports and manuscripts for DTSC publication and, where applicable, in scientific peer reviewed journals, and represents the DTSC before the media and governmental, scientific, professional, and public groups.
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Marginal Functions (Including percentage of time):

10%	<u>Other Related Duties</u> Other related duties include, but are not limited to: plans and conducts training for non-DTSC staff on the areas of risk and exposure analysis and subsequent use in decision-making; represents DTSC at meetings with local agencies, State agencies, public officials, and the public, dealing with the various aspects of hazardous substances management as it relates to environmental investigation and cleanup process and/or site-specific projects; and participates in statewide workgroups that develop guidance, policy, laws and regulations, and other actions related to DTSC's role in the remediation of contaminated sites.
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Administrative Responsibilities for Supervisors and Managers

The incumbent performs the full range of supervisory and management duties, including, but not limited to: interpret and adhere to state and federal laws, rules, regulations, bargaining unit contracts and policies in all personnel practices; provide direction and guidance regarding work assignments and daily work activities to ensure timely completion of assignments; review work and evaluate performance of staff by providing regular feedback and completing timely probationary reports, annual performance appraisals, and individual development plans; monitor employee performance and, if necessary, utilize progressive discipline principles and procedures; complete personnel documentation and utilize competitive hiring process; approve or deny administrative requests including leave, overtime, travel, and training.

Typical Physical Conditions/Demands:

Occasional overnight travel required. This position requires working in the field and may include work at sites with rough or inaccessible terrain, working outside in inclement weather conditions, and travel to sites anywhere in California. Potential exposure to toxic or hazardous materials. Use of personal protective equipment may be required. If travel is required, it will be by commercial carrier or auto, whichever method is in the best interest of the state. Driving to sites and off-site meetings is required. The work typically requires sitting for prolonged periods while reading, writing, typing, and participating in meetings. The position requires bending and stooping. Works in a cubicle environment in a multi-story building using a variety of office equipment, e.g., computers, copiers, etc. Individually able to transport up to 40 pounds.

Typical Working Conditions:
Personal Contacts

This position will have contact with DTSC staff, external state and federal agencies, local government representatives, and the public either in person, via email/telephone, or videoconferencing.

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:

Enrollment in the DMV Pull Program and a valid California Driver's License are required. Maintenance of field certification, current annual medical monitoring, 40-hour HAZWOPER, annual DTSC HAZWOPER refresher, biennial first aid/CPR/AED, and defensive driving are also required. Attend meetings, hearings, and work with staff statewide to complete projects and work assignments on a weekly, monthly or bi-monthly basis depending upon the complexity of project or work assignment. Apply laws, regulations, policies and procedures governing the management of hazardous waste in California. Analyzes complex regulatory issues and provides sound technical recommendations to management and staff within DTSC. Ability to: Establish cooperative working relationships within and outside DTSC; analyze complex research findings and explain them to all staff levels within and outside state services; reason logically to analyze scientific data and to develop defensible conclusions; and present and defend findings before governmental bodies, scientific organizations, special interest groups and communities

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 with 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

HUMAN RESOURCES BRANCH USE ONLY:

- ☐ Duties meet class specifications and allocation guidelines.
☐ Exceptional allocation, STD 625 on file.

Analyst initials: Click or tap here to enter text. Date Approved: Click or tap to enter a date.

Revision Date (if applicable): Click or tap to enter a date.