



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

## DUTY STATEMENT

CURRENT

PROPOSED

|   |   |  |
|---|---|--|
| RPA Number:<br>PETB-006 FY 23-24  | Classification Title:<br>Staff Toxicologist (Specialist)  | Position Number:<br>811-160-7978-030   |
| Incumbent Name:   | Working Title: Fish Advisory<br>Toxicologist  | Effective Date:  |
| Tenure:<br>Permanent  | Time Base:<br>Full Time   | Intermittent Hours Per Month:  |
| Division/Office:<br>Division of Scientific Programs/<br>Pesticide and Environmental<br>Toxicology Branch  | Section/Unit:<br>Fish, Ecotoxicology, and Water<br>Section  | Reporting Location:<br>Sacramento or Oakland   |
| Supervisor's Name:<br>Wesley Smith  | Supervisor's Classification:<br>Senior Toxicologist   | CBID:<br>R10   |
| Confidential Designation:<br><br><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO  | Designated Position for Conflict<br>of Interest:<br><br><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO | Position Telework Eligible:<br><br><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| Supervision Exercised:<br><input checked="" type="checkbox"/> None <input type="checkbox"/> Lead <input type="checkbox"/> Managerial <input type="checkbox"/> 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



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

Incumbent:  
Classification: Staff Toxicologist (Specialist)  
Position Number: 811-160-7978-030

Under mandates of the California Health and Safety Code and the California Water Code, the Fish, Ecotoxicology, and Water Section (FEWS) of the Pesticide Environmental Toxicology Branch evaluates the potential health risks from chemical contamination in sport fish and issues health advisories and consumption guidelines. Additionally, under mandate of the California Fish and Game Code, FEWS evaluates the potential public health risk associated with consuming seafood following oil spills or when fish and shellfish contain high levels of other toxic substances, such as domoic acid, and makes recommendations to the Department of Fish and Wildlife regarding the closing and re-opening of affected fisheries. The Section also provides guidance and support to other branches and offices of Cal/EPA and state government, local health authorities, and the public on matters related to the health effects of contaminants found in fish and shellfish.

Under the general direction of the Senior Toxicologist, Chief, FEWS, the Staff Toxicologist (Specialist) acts as a statewide subject matter expert on the toxicological properties of and exposure to chemical contaminants in fish; works as team leader and performs health effects evaluations and risk assessments involving exposures to chemical contaminants found in sport fish caught from California water bodies; interprets and incorporates environmental data for state water bodies, including large or complex water bodies with multiple species or chemicals, into a cohesive finished report; and provides rationale and documentation on scientific determinations. Incumbent will provide technical policy development consultation. Incumbent will maintain communication with Section Chief to address issues as they occur and provide regular progress reports. The Staff Toxicologist (Specialist) will perform the following duties and other related work:

### **Essential Functions (Including percentage of time):**

- 25% Compile and analyze environmental fish contaminant data for use in developing fish consumption advisories or making fishery closure and re-opening recommendations. Originate and develop sampling and analysis plans for collection of fish contaminant data. Originate and develop spreadsheets and summaries of fish contamination monitoring data obtained from external sources. Statistically analyze and interpret fish monitoring data with respect to human exposure and hazards.
- 25% Prepare sport fish consumption advisories according to guidance and timelines set by the Section Chief. Design and carry out evaluations of human health risks associated with consumption of sport fish from specific water bodies. Develop fish consumption advice based on hazards to human health. Prepare supporting technical reports describing the data, the calculations, and the decisions used to develop consumption advice.
- 20% Use library and literature resources to update toxicology information on chemical contaminants in fish and health benefits of fish consumption, primarily for the development of Advisory Tissue Levels (ATLs) for use in fish consumption advisories or making fishery closure or re-opening recommendations. Analyze, evaluate, and interpret toxicity studies for significance and validity



(e.g., determine whether studies are adequate to support the development of an ATL). Analyze and evaluate health effects data (e.g., identify critical effects and target organs/tissues and propose the best studies on which to base ATL calculations). Use general software models to calculate dose-response functions for adverse health effects. Research health benefits of fish consumption. Evaluate fish monitoring data, conduct health evaluations, and risk assessment.

- 10% Develop fact sheets and other materials to communicate fish consumption advice to the public and other agencies. Develop and improve approaches for issuing and communicating fish consumption guidelines and hazards to the public. Review programs and fact sheets prepared by other state and federal agencies for issuing and communicating fish consumption guidelines and hazards to the public. Prepare fact sheets and website posting materials for new consumption advice. Prepare technical and/or simplified materials describing chemical toxicity, fish contamination data, risk vs. benefits of fish consumption, and fish consumption advice for professionals and the public.
- 10% Interact with stakeholders (e.g., county, regional, state, and federal agencies, and the public) involving human health-based assessments of water quality and/or fish contamination. Attend and potentially serve as a lead for meetings. Review state and federal government guidelines to identify information useful for updating OEHHA fish advisory protocols and materials or serve as a peer-reviewer of these materials. Prepare analyses of legislative bills potentially affecting the Section's mandates and activities. Prepare and deliver scientific presentations on fish consumption advisories (e.g., as a project lead or subject matter expert at public workshops). Participate in responses to press inquiries in conjunction with the External Affairs Officer. Coordinate and collaborate with other scientists in the program; provide technical support to the office and other programs within and outside CalEPA (e.g., local health departments, SWRCB, U.S. EPA). Serve as internal reviewer for draft documents authored by other OEHHA scientists. Respond to external inquiries and public requests for information, as assigned.

### **Marginal Functions (Including percentage of time):**

- 5% Attend scientific meetings, seminars, on-site/off-site training, and conferences; engage in activities appropriate for professional development and maintaining professional skills and knowledge; publish articles in scientific journals. Provide support for other OEHHA programs and activities (such as review internal technical draft documents, support outreach or education efforts [e.g., State Scientist's Day and Earth Day], and provide scientific advice related to public health and the environment).
- 5% Conduct sampling of fish and shellfish at the site of oil spills as part of a team of oil spill responders from other agencies. Obtain (state-sponsored) and maintain 40-hour HAZWOPER certification. Obtain (state-sponsored) Incident Command System (ICS) training.

### **Typical Physical Conditions/Demands:**



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Incumbent:  
Classification: Staff Toxicologist (Specialist)  
Position Number: 811-160-7978-030

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. On rare occasions, spill response may require long hours performing sample collection on vessels and/or shorelines to include significant foot travel in PPE on uneven surfaces.

### **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. OEHHA's office is located in a downtown high-rise office building. The air-conditioned accommodation consists of open areas furnished with cubicles, not all of which have direct natural illumination. Extended periods of reading and writing, and frequent use of computer workstations with statistical, bibliographic, communications or word processing software. Time critical assignments are part of the workload. Hours are worked on a flextime basis, subject to supervisor's approval, and may at times necessitate attendance at the State office or at off-site meetings outside standard office hours. Availability to occasionally travel statewide and out of State. May be required to travel to other OEHHA locations for business related needs as necessary.

### **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:**



State of California  
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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



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

Incumbent:  
 Classification: Associate Toxicologist  
 Position Number: 811-160-7941-xxx

## DUTY STATEMENT

CURRENT       PROPOSED

|   |   |  |
|---|---|--|
| RPA Number:<br>PETB-006 FY 23-24  | Classification Title:<br>Associate Toxicologist   | Position Number:<br>811-160-7941-xxx   |
| Incumbent Name:   | Working Title:<br>Fish Advisory Toxicologist  | Effective Date:  |
| Tenure:<br>Permanent  | Time Base:<br>Full Time   | Intermittent Hours Per Month:  |
| Division/Office:<br>Division of Scientific Programs/<br>Pesticide and Environmental<br>Toxicology Branch  | Section/Unit:<br>Fish, Ecotoxicology, and Water<br>Section  | Reporting Location:<br>Sacramento or Oakland   |
| Supervisor's Name:<br>Wesley Smith  | Supervisor's Classification:<br>Senior Toxicologist   | CBID:<br>R10   |
| Confidential Designation:<br><br><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO  | Designated Position for Conflict<br>of Interest:<br><br><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO | Position Telework Eligible:<br><br><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| Supervision Exercised:<br><br><input checked="" type="checkbox"/> None <input type="checkbox"/> Lead <input type="checkbox"/> Managerial <input type="checkbox"/> Supervisory |   |  |

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|----------------------------------|--------------|
| <b>Human Resources Use Only:</b> |              |
| <b>HR Analyst Approval:</b>      | <b>Date:</b> |

### 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 skills 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

Under mandates of the California Health and Safety Code and the California Water Code, the Fish,



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Incumbent:  
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Ecotoxicology, and Water Section (FEWS) of the Pesticide Environmental Toxicology Branch evaluates the potential health risks from chemical contamination in sport fish and issues health advisories and consumption guidelines. Additionally, under mandate of the California Fish and Game Code, FEWS evaluates the potential public health risk associated with consuming seafood following oil spills or when fish and shellfish contain high levels of other toxic substances, such as domoic acid, and makes recommendations to the Department of Fish and Wildlife regarding the closing and re-opening of affected fisheries. The Section also provides guidance and support to other branches and offices of Cal/EPA and state government, local health authorities, and the public on matters related to the health effects of contaminants found in fish and shellfish.

Under the direction of the Senior Toxicologist, Chief, FEWS, the Associate Toxicologist provides technical advice on the toxicological properties of and exposure to chemical contaminants in fish; assists in performing health effects evaluations and risk assessments involving exposures to chemical contaminants found in sport fish caught from California water bodies; interprets and incorporates environmental data for individual water bodies into a cohesive finished report; and provides rationale and documentation on scientific determinations. Incumbent will maintain communication with Section Chief to address issues as they occur and provide regular progress reports. The Associate Toxicologist will perform the following duties and other related work:

#### **Essential Functions (Including percentage of time):**

- 25% Compile and analyze environmental fish contaminant data for use in developing fish consumption advisories or making fishery closure and re-opening recommendations. Assist with the development of sampling and analysis plans for collection of fish contaminant data. Maintain spreadsheets and summaries of fish contamination monitoring data obtained from external sources for use by Section Chief and senior staff. Provide preliminary statistical analysis and interpretation of fish monitoring data with respect to human exposure and hazards.
- 25% Prepare preliminary sport fish consumption advisories according to guidance and timelines set by the Section Chief. Carry out evaluations of human health risks associated with consumption of sport fish from specific water bodies. Develop fish consumption advice based on hazards to human health using established methodologies. Prepare supporting technical reports describing the data, the calculations, and the decisions used to develop consumption advice.
- 20% Use library and literature resources to update toxicology information on chemical contaminants in fish and health benefits of fish consumption, primarily for the development of Advisory Tissue Levels (ATLs) for use in fish consumption advisories or making fishery closure or re-opening recommendations. Provide preliminary analysis and evaluation of toxicity studies for significance and validity (e.g., determine whether studies are adequate to support the development of an ATL). Analyze and evaluate health effects data (e.g., identify critical effects and target organs/tissues and propose the best studies on which to base ATL calculations). Research health benefits of fish consumption and present findings to Section chief and senior staff for further analysis. Evaluate fish monitoring data, conduct health evaluations, and risk assessment.



- 10% Draft fact sheets and other materials to communicate fish consumption advice to the public and other agencies. Suggest improvements to approaches for issuing and communicating fish consumption guidelines and hazards to the public. Review programs and fact sheets prepared by other state and federal agencies for issuing and communicating fish consumption guidelines and hazards to the public. Prepare preliminary fact sheets and website posting materials for new consumption advice. Prepare draft technical and/or simplified materials describing chemical toxicity, fish contamination data, risk vs. benefits of fish consumption, and fish consumption advice for professionals and the public.
- 10% Attend and assist the Senior Toxicologist or Staff Toxicologist (Specialist) at meetings. Review state and federal government guidelines to identify information useful for updating OEHHA fish advisory protocols and materials. Assist senior staff with preparation of scientific presentations on fish consumption advisories at public workshops. Deliver presentations at less high-profile conferences and meetings to develop expertise in public and peer outreach. Assist with responses to press inquiries in conjunction with the External Affairs Officer. Coordinate and collaborate with other scientists in the program; provide technical support in less complex matters to the office and other programs within and outside CalEPA (e.g., local health departments, SWRCB, U.S. EPA). Respond to external inquiries and public requests for information of a more routine nature, as assigned.

**Marginal Functions (Including percentage of time):**

- 5% Attend scientific meetings, seminars, on-site/off-site training, and conferences; engage in activities appropriate for professional development and maintaining professional skills and knowledge; publish articles in scientific journals. Provide support for other OEHHA programs and activities (such as review internal technical draft documents, support outreach or education efforts [e.g., State Scientist's Day and Earth Day], and provide scientific advice related to public health and the environment).
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**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. On rare occasions, spill response may require long hours performing sample collection on vessels and/or shorelines to include significant foot travel in PPE on uneven surfaces.

**Typical Working Conditions:**





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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.).
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Incumbent:  
Classification: Associate Toxicologist  
Position Number: 811-160-7941-xxx

### 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 |
|-----------------|----------------------|------|
|-----------------|----------------------|------|

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### 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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