# **DUTY STATEMENT CURRENT PROPOSED**

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| RPA Number:  RCHAB 003 FY 23/24 | Classification Title:  Senior Environmental Scientist (Specialist) | Position Number:  811-140-0765-001 |
| Incumbent Name: | Working Title:  Senior Exposure Scientist | Effective Date: |
| Tenure:  Permanent | Time Base:  Full-Time | Intermittent Hours Per Month:  N/A |
| Division/Office:  Division of Scientific Programs | Section/Unit:  RCHAB/CTES | Reporting Location:  Sacramento or Oakland |
| Supervisor’s Name:  Meng Sun | 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 | | |

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| **Human Resources Use Only:** | | | | |
| **HR Analyst Approval:** | | | **Date:** | |
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| **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 Cancer Toxicology and Epidemiology Section (CTES) within the Reproductive and Cancer Hazard Assessment Branch (RCHAB) provides technical support for the implementation of the Safe Drinking Water and Toxic Enforcement Act of 1986 (Proposition 65). The Section identifies chemicals for listing as causing cancer under Proposition 65, conducts dose-response and exposure assessments, develops carcinogen risk assessment guidance and methodology, reviews information on exposure sources, pathways, risks and avoidance measures for chemicals listed under Proposition 65, and develops factsheets and website content to communicate this information to the public. CTES provides technical assistance to other programs in the Office of Environmental Health Hazard Assessment (OEHHA), the Attorney General’s Office, and other California government entities.  Under direction of the Senior Toxicologist, Chief, CTES, the Senior Environmental Scientist (Specialist) will have lead responsibility for sensitive exposure investigations and complex assessments, including designing and implementing scientifically valid approaches; independently identifying and addressing problems that may arise; analyzing and integrating many types of exposure data; accurately evaluating findings and making recommendations; and preparing scientifically robust documents to summarize findings. The Senior Environmental Scientist (Specialist) performs all duties listed below and other related work. | | | | |
| **Essential Functions (Including percentage of time):** | | | | |
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| 35% | | **Designs and oversees exposure investigations, such as those necessary to evaluate requests for Safe Use Determinations (SUDs).** Identifies scientifically valid exposure models, data sources, and assessment approaches. Identifiies and consults with leading exposure science researchers at universities and other institutions, as appropriate. Identifies exposure pathways related to products and processes that may be candidates for SUDs. Reviews materials submitted in SUD requests for completeness; identifies critical exposure issues and data needs for exposure assessment. Prepares written materials to support SUD completeness determinations. Reviews and summarizes known factors that can contribute to variabilty in exposures. Performs environmental exposure analysis for use in determining whether a SUD can be issued for a particular product or process. Prepares written summaries of exposure analyses for SUDs that are granted, for transmittal to the requestor and posting on OEHHA’s website. | | |
| 25% | | **Performs chemical-specific exposure assessments.** Carries out research on exposure potential for chemicals of interest to the Proposition 65 program, including examining known sources, major pathways, and data gaps. Where appropriate, investigates and assesses extent of the chemical’s natural occurrence. Conducts exposure assessments for specific scenarios, such as exposure via drinking water, food consumption, soil contamination, and consumer product use. Reviews and interprets available information, including exposure data from the scientific literature, government documents, and chemical manufacturers’ reports. Identifies predominant exposure routes, including by modeling anticipated exposure levels for the various exposure routes and comparing the predicted levels. Identifies actions individuals can take to reduce or eliminate exposure to the chemical in question. Prepares technically accurate written materials, including fact sheets, technical documents, and documents to support regulatory actions, to communicate complex exposure information on chemicals of interest to a range of audiences, including the general public, decision-makers, and other interested parties. | | |
| 15% | | **Develops Interpretive Guidelines (IGs) on Proposition 65 exposure issues.** Identifies critical exposure issues, pathways, and data needs for development of IGs. Researches the scientific literature and other appropriate sources of data, models and approaches with potential applications to Interpretive Guideline development. Performs environmental exposure analysis for use in developing exposure guidance to be included in Interpretive Guidelines. Prepares written materials for inclusion in Interpretive Guidelines. | | |
| 15% | | **Provides scientific advice and makes recommendations to the Attorney General’s Office on Proposition 65 exposure issues.** Reviews data and exposure assessments related to specific product use scenarios and process scenarios. Performs environmental exposure analysis related to specific exposure scenarios. Prepares written materials to communicate complex exposure analysis issues to staff of the Attorney General’s Office. | | |
| **Marginal Functions (Including percentage of time):** | | | | |
| 5% | | Provides consultation to other state governmental agencies and the public, on topics relating to the collection and analysis of exposure data. | | |
| 5% | | Engage 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. | | | | |
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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. Time critical assignments are part of the workload. The work schedule is Monday through Friday. Mandatory overtime, including evening and weekend work may be necessary when the department is mission tasked. Prolonged sitting while reviewing scientific articles, reports and generating scientific documents and reports. Workload involves repetitive motion in using office equipment. Participates in teleconferences. Travel may be required locally and within the state. | | | | |
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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.)* | | |
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| Do you need a reasonable accommodation to perform the essential functions of this position? | | |
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| |  |  | | --- | --- | | **YES** | **NO** | | | |
| Employee Name | Employee Signature | Date |
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