



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

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: CEERB-011 FY 23-24	Classification Title: Staff Toxicologist (Specialist)	Position Number: 811-135-7978-010
Incumbent Name:	Working Title: Toxicologist and Human Health Risk Assessor	Effective Date:
Tenure: Permanent	Time Base: Full Time	Intermittent Hours Per Month:
Division/Office: Division of Scientific Programs	Section/Unit: CEERB/ACES	Reporting Location:
Supervisor's Name: Rupa Basu	Supervisor's Classification: Senior Toxicologist	CBID: R10
Confidential Designation: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Designated Position for Conflict of Interest: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Position Telework Eligible: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Supervision Exercised: <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

The Air and Climate Epidemiology Section (ACES) within the Community and Environmental Epidemiology Research Branch (CEERB) conducts epidemiological studies on the health effects of exposure to criteria air pollutants and climate change, such as ambient heat and wildfire exposures, for



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the general population and sensitive subgroups within California. Among other duties, ACES provides technical support for the evaluation of the health effects of criteria air pollutants and temperature on human health, and the analysis of health risks from oil and gas operations. ACES also provides technical assistance to other programs in the Office of Environmental Health Hazard Assessment (OEHHA), the California Environmental Protection Agency (CalEPA), and other California government entities.

Under general direction of the Senior Toxicologist, Chief, ACES, the Staff Toxicologist (Specialist) acts as a subject matter expertise in health risks from chemicals associated with oil and gas production, leading the development of assessments of nearby communities based on air monitoring data collected by ARB as well other relevant information. The Staff Toxicologist (Specialist) performs the following duties and other related work:

Essential Functions (Including percentage of time):

- 35% Health risk assessment of communities near oil and gas operations.**
Prepare written health risk assessments for places in which neighborhood air quality near oil and gas facilities is monitored by CARB. Evaluate air monitoring data to establish its adequacy for characterizing potential exposures to people and communities. Calculate appropriate exposure metrics from raw exposure data obtained from CARB's community air monitoring. Characterize potential health risks that may be associated with exposures to chemicals from oil and gas operations using chemical-specific health guidance values. Communicate findings of health risk assessment to a wide audience through written materials and presentations. Participate in public meetings to understand community concerns and to provide expert information on draft and final assessment results.
- 30% Identification of chemical hazards associated with oil and gas operations.**
Develop an inventory of potential facility emissions at oil and gas facilities, including both currently defined toxic air contaminants and other oil and gas pollutants. Review nature of operations and known emissions from other similar operations in consultation with CARB. Advise project team on the potential use of air emissions modeling for developing estimates of chemical exposures levels in communities based on facility emissions and air monitoring data.
- 25% Assessment of toxicity of chemicals associated with oil and gas operations.**
For chemical hazards in the inventory that are associated with oil and gas operations, develop a database to characterize pollutants with respect to toxicity criteria (potential health endpoints of concern, potential for disproportionate impacts on children or other sensitive populations, adequacy of toxicological information, availability of advisory or regulatory levels, etc.). Compile existing advisory or regulatory levels for chemical hazards from California and federal or international sources of risk information. For chemicals without advisory or regulatory levels, identify relevant scientific literature for evaluating selected priority chemicals (e.g., short- and long-term studies in experimental animals, epidemiological studies, results of high-throughput screening, toxicokinetic, and quantitative structure-activity relationship studies, and other relevant data). Prioritize pollutants for development of new advisory levels for the general population, if none available. Develop written provisional chemical-specific advisory levels,



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where sufficient toxicity information exists, consistent with methods established in current risk assessment guidelines.

Marginal Functions (Including percentage of time):

- 5% Attend continuing education courses to maintain and further develop technical skills and expertise. Assist in preparation of articles for publication in scientific journals. Assist with organizing technical workshops of interest to the program. Participate in scientific meetings and conferences at the local and national level.

- 5% Equity in advisory level development: Ensure that the prioritized list of pollutants for the development of new advisory levels accounts for potential disproportionate impacts on vulnerable populations, including communities of color and low-income communities. Recommend approaches to the development of advisory levels that prioritize protecting the health of these populations.

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:

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):



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- 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



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Incumbent:
 Classification: Associate Toxicologist
 Position Number: 811-135-7941-xxx

DUTY STATEMENT

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Incumbent Name:	Working Title: Toxicologist and Human Health Risk Assessor	Effective Date:
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month: N/A
Division/Office: Division of Scientific Programs	Section/Unit: CEERB/ACES	Reporting Location: Oakland or Sacramento
Supervisor's Name: Rupa Basu, Ph.D.	Supervisor's Classification: Senior Toxicologist	CBID: R10
Confidential Designation: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Designated Position for Conflict of Interest: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Position Telework Eligible: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Supervision Exercised: <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

The Air and Climate Epidemiology Section (ACES) within the Community and Environmental Epidemiology Research Branch (CEERB) conducts epidemiological studies on the health effects of exposure to criteria air pollutants and climate change, such as ambient heat and wildfire exposures, for the general population and sensitive subgroups within California. Among other duties, ACES provides



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Incumbent:
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technical support for the evaluation of the health effects of criteria air pollutants and temperature on human health, and the analysis of health risks from oil and gas operations. ACES also provides technical assistance to other programs in the Office of Environmental Health Hazard Assessment (OEHHA), the California Environmental Protection Agency (CalEPA), and other California government entities.

Under direction of the Senior Toxicologist, Chief, ACES, the Associate Toxicologist will assist with assessing health risks from chemicals associated with oil and gas production, preparing preliminary assessments of nearby communities based on air monitoring data collected by ARB as well other relevant information. The Associate Toxicologist performs the following duties and other related work:

Essential Functions (Including percentage of time):

35% Health risk assessment of communities near oil and gas operations.

Contribute to the preparation of preliminary health risk assessments for review by senior staff for places in which neighborhood air quality near oil and gas facilities is monitored by CARB. Review and summarize air monitoring data to advise on establishing its adequacy for characterizing potential exposures to people and communities. Calculate appropriate exposure metrics from raw exposure data obtained from CARB's community air monitoring. Under direction, characterize potential health risks that may be associated with exposures to chemicals from oil and gas operations using chemical-specific health guidance values. Communicate findings of health risk assessment to a wide audience by contributing to the preparation of written materials and presentations. Participate in public meetings to understand community concerns and to provide information on draft and final assessment results.

35% Assessment of toxicity of chemicals associated with oil and gas operations.

For chemical hazards in the inventory that are associated with oil and gas operations, under direction, contribute to the ongoing development of a database to characterize pollutants with respect to toxicity criteria (potential health endpoints of concern, potential for disproportionate impacts on children or other sensitive populations, adequacy of toxicological information, availability of advisory or regulatory levels, etc.). Compile existing advisory or regulatory levels for chemical hazards from California and federal or international sources of risk information. For chemicals without advisory or regulatory levels, identify relevant scientific literature for evaluating selected priority chemicals (e.g., short- and long-term studies in experimental animals, epidemiological studies, results of high-throughput screening, toxicokinetic, and quantitative structure-activity relationship studies, and other relevant data). Recommend to senior staff a prioritized list of pollutants for development of new advisory levels for the general population, if none available. Recommend possible approaches to the development of preliminary provisional chemical-specific advisory levels where sufficient toxicity information exists and the approaches require less-complex methods established in current risk assessment guidelines.

25% Identification of chemical hazards associated with oil and gas operations.

Develop an inventory of potential facility emissions at oil and gas facilities, including both currently defined toxic air contaminants and other oil and gas pollutants. Review nature of



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operations and known emissions from other similar operations in consultation with senior scientists and CARB.

Marginal Functions (Including percentage of time):

- 5% Attend continuing education courses to further develop technical skills. Assist in preparation of articles for publication in scientific journals. Assist with organizing technical workshops of interest to the program. Participate in scientific meetings and conferences at the local and national level. Equity in advisory level development: ensure that the prioritized list of pollutants for the development of new advisory levels accounts for potential disproportionate impacts on vulnerable populations, including communities of color and low-income communities; recommend approaches to the development of advisory levels that prioritize protecting the health of these populations.

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:

OEHHA has a hybrid work environment that includes work in an office setting in a high-rise building and telework at home. 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. Off-site meetings and teleconferences sometimes take place. Willingness to travel as needed. 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:



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Supervisor Name	Supervisor Signature	Date
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Employee Statement

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**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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