# **DUTY STATEMENT CURRENT PROPOSED**

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| RPA Number:  RCHAB-006, FY 23/24 | Classification Title:  Senior Environmental Scientist (Specialist) | Position Number:  811-145-0765-xxx |
| Incumbent Name: | Working Title:  Proposition 65 Exposure Scientist | Effective Date: |
| Tenure:  Permanent | Time Base:  Full-Time | Intermittent Hours Per Month:  N/A |
| Division/Office:  Division of Scientific Programs | Section/Unit: Cancer Toxicology and Epidemiology Section | Reporting Location: |
| 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 general direction of the Senior Toxicologist, Chief, CTES, the Senior Environmental Scientist  (Specialist) acts as a lead staff scientist on preparation of Proposition 65 chemical fact sheets to provide specialized technical expertise in exposure assessment, evaluating information on chemicals listed under Proposition 65, including information on toxicity, exposure sources and pathways, risks, and avoidance measures in risk assessment documents developed by the department as well as those in the scientific and public health literature and information submitted to the department. Based on the information provided in the documents and related materials, the Senior Environmental Scientist (Specialist) is the technical expert who works with the Office of External and Legislative Affairs Proposition 65 Implementation program and the Branch in preparation of fact sheets and other content for OEHHA’s Proposition 65 warnings website and is expected to work independently and provide decisions on scientific questions related to exposure science. The Senior Environmental Scientist (Specialist) also assesses exposure to and develops written evaluations on Proposition 65 listed chemicals and those under consideration for listing. The Senior Environmental Scientist (Specialist) will work with other scientists, as well as OEHHA attorneys, professionals in public outreach, information technology specialists, and management. The Senior Environmental Scientist (Specialist) performs the following duties and other related work. | | | | |
| **Essential Functions (Including percentage of time):** | | | | |
| 35% | | Conduct literature searches to identify information on listed chemicals, exposure sources, exposure pathways, health risks, and avoidance measures on topics that have been selected for Proposition 65 fact sheet development. Topics may include chemicals, product categories (e.g., food or furniture products), and location-specific issues. Include in the literature search documents issued by OEHHA and other state, federal, and international entities, as appropriate. Review results of literature search. Obtain relevant articles and documents. Read and evaluate exposure and toxicity information contained in these articles and documents and identify information that is directly relevant to exposures occurring in California, including in specific subpopulations, for use in fact sheet development. Synthesize complex scientific exposure information on Proposition 65 chemicals, for use in developing fact sheets associated with Proposition 65 warnings. Verify exposure information by looking for independent corroboration from other sources that are current to ensure that information is accurate and up to date. Determine whether the level of exposure from each identified source is likely to be high enough to require a Proposition 65 warning. Conduct analyses of the demographic characteristics of communities disproportionately impacted by exposure to chemicals listed under Proposition 65, including communities of color, low-income communities, and indigenous communities.  Based on the work outlined above, develop fact sheets on specific Proposition 65 chemical exposures and other information content intended for the general public, and for posting on the Proposition 65 warnings website, in close collaboration with OEHHA’s technical writer and Proposition 65 Implementation program staff. This information includes chemical specific information on the hazards associated with the chemical, common sources, routes, and pathways of exposure, and strategies for reducing or avoiding exposure to those chemicals for both the general population and for subpopulations where culturally appropriate. Prepare fact sheets in a manner that they are understandable to the general public, preferably at the 8th grade level. Apply principles of risk communication to accurately convey information to readers.  Verify fact sheet content displays properly on the website. Works directly with Information Technology staff and Proposition 65 Implementation program staff to identify problems with the display of website content, and to modify fact sheets, as needed, in order to resolve such problems. Works with Information Technology staff and Proposition 65 Implementation program staff to explore innovative ways in which to provide and display exposure information on the P65 Warnings website.  Meet with public health scientists in other OEHHA branches and sections and other departments (e.g., Department of Public Health, Air Resources Board, Department of Toxic Substances Control) to address scientific issues related to fact sheet development, including resolving apparently conflicting information available in the literature, and resolving apparent differences in public heath messaging across programs. Obtain concurrence across programs with the language used in the fact sheets and verify that the fact sheets incorporate best practices in community approaches to health promotion.  Provide recommendations to OEHHA management regarding clarification of fact sheet content, based on considerations of exposure science, toxicology, and public health. | | |
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| 30% | | Review and evaluate highly technical information on exposure to chemicals listed under Proposition 65 or under consideration for listing, including from specific products, product categories, specific locations, and facilities in California to determine how the public may be exposed. Verify information by looking for independent corroboration from other sources that are current to ensure that exposure source information is accurate and up to date. Determine the likely exposure sources so that this information can be used in exposure assessments and fact sheets.  Review and interpret exposure information on these chemicals, including information in the scientific and public health literature, risk assessment documents developed by the department, and submissions received from the public. Identify potential exposure pathways, anticipated exposure levels, hazards and risks, and actions individuals can take to reduce or eliminate exposure to the chemical in question. Develop written evaluations and exposure assessments on Proposition 65 listed chemicals and those under consideration for listing for technical audiences, for use in documents such as briefing materials, interpretive guidelines, and safe use determinations. Make recommendations to address environmental injustices related to Proposition 65 chemical exposures, working collaboratively with OEHHA management, legal staff, and external stakeholders, as appropriate, to prioritize equity considerations in decision-making processes. | | |
| 15% | | As a staff scientist with expertise on exposure science, provide scientific guidance and input to OEHHA management, legal staff, and Proposition 65 Implementation program staff as needed, on the types of information that OEHHA may request businesses to submit on listed chemicals, and other scientific issues that may arise related to the Proposition 65 warnings website. Provide scientific advice to OEHHA legal staff and the Office of Attorney General for issues related to exposures to Proposition 65 chemicals, and for use in establishing guidelines and procedures for making requests of technical information from businesses. Make recommendations on the preferred format for submittal of such information from businesses. Prepare draft requests to businesses for technical information, when appropriate. | | |
| 10% | | Develop and maintain a step-by-step protocol for use in prioritizing chemicals listed under Proposition 65 and products and locations associated with exposures to listed chemicals for fact sheet development. Specify the types of exposure and risk information to be considered, and the specific sources of information to be queried, as part of developing the protocol. Develop appropriate weighting schemes to apply to this information, which take into account the specific exposure scenarios and risks associated with a specific chemical, product, or location, both for the general population or for subpopulations most at risk for exposure, in order to prioritize chemicals, products, and locations of high public health importance. Collaborate with Proposition 65 Implementation Program staff to integrate protocol results and factors such as public interest in fact sheet topics to develop priorities. Present prioritization results to OEHHA management and recommendations on short-term and long-term priorities for fact sheet development. Recommend fact sheets to prioritize for translation into Spanish or other languages based on anticipated exposure levels within subpopulations. Maintain fact sheet related records, including when fact sheets are published and updated. | | |
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| **Marginal Functions (Including percentage of time):** | | | | |
| 5% | | Provide scientific and public health information to the public and staff in other departments and agencies regarding the health effects of chemicals listed under Proposition 65. 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. | | |
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| 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. | | |
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| **Typical Physical Conditions/Demands:**  The job requires extensive use of a personal computer and the ability to sit/stand at a 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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| 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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