



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

## DUTY STATEMENT

CURRENT       PROPOSED

RPA Number: CEERB-017 FY 23-24	Classification Title: Senior Toxicologist	Position Number: 811-130-7943-001
Incumbent Name:	Working Title: CHEIS Section Chief	Effective Date:
Tenure: Permanent	Time Base: Full Time	Intermittent Hours Per Month:
Division/Office: Community and Environmental Epidemiology Branch	Section/Unit: Community Health and Environmental Impacts Section	Reporting Location: Sacramento or Oakland
Supervisor's Name: Álvaro Alvarado	Supervisor's Classification: Supervising Toxicologist (Managerial)	CBID: S10
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 type="checkbox"/> None <input type="checkbox"/> Lead <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Supervisory		

### Human Resources Use Only:

HR Analyst Approval: <i>Julia Rollison</i>	Date: 07/11/2024
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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 Community Health and Environmental Impacts Section (CHEIS) is within the Community and Environmental Epidemiology Research Branch (CEERB) of the Office of Environmental Health Hazard Assessment (OEHHA). It provides technical support for the analysis of benefits and impacts in communities from greenhouse gas limits adopted by the California Air Resources Board (CARB), the identification and characterization of chemical hazards and risks from biogas and biogas combustion products, support for CARB's community air protection



program (AB 617; C Garcia, Chapter 136, Statutes of 2017), and certain emergency response functions. The section also provides technical assistance to other programs in OEHHA, the California Environmental Protection Agency (CalEPA), and other California government entities.

Under general direction of the Supervising Toxicologist (Managerial), Chief, CEERB, the Senior Toxicologist serves as Chief of the CHEIS. In this capacity, the Senior Toxicologist supervises the activities of the Staff Toxicologists (Specialists) and Senior Environmental Scientists performing journey level work in the evaluation of toxicological risks to human health and provides expert scientific and management supervision of Section projects by coordinating, as appropriate, with other parts of the department. The Senior Toxicologist review work of staff and will be responsible for the most sensitive documents prepared by the Section. The Senior Toxicologist performs the following duties and other related work:

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

25%	<p><b>Direct the Assessment of Benefits and Impacts of the State’s Climate Programs on Disadvantaged Communities.</b></p> <p>Provide overall guidance and serve as the Section’s final approving authority for the preparation of reports analyzing the benefits and impacts in disadvantaged communities (Health and Safety Code Section 39711) of greenhouse gas limits adopted by CARB (Division 25.5 of the Health and Safety Code). Review and approve the technical work prepared by section staff including analytical methods to characterize changes in emissions of greenhouse gases, short-lived climate pollutants, criteria air pollutants, and toxic air contaminants in communities over time, and their potential health effects. Review and approve analyses that characterize the completeness, quality, and usefulness of available data for characterizing potential health impacts in communities and patterns of change over time, as well as uncertainties in the analysis. Consult and coordinate with other governmental entities, especially CARB on the section’s work in this area. Present findings and analyses to OEHHA executive office, CalEPA and its other boards and departments, scientists, external stakeholders, and other interested parties in meetings, including public meetings and workshops.</p>
20%	<p><b>Direct the Development of Health Protective Levels for Constituents of Biogas.</b></p> <p>Provide overall guidance and serve as the Section’s final approving authority for technical analyses to assess toxic substances occurring in biogas, biosynthetic natural gas, and biogas combustion products and recommend health protective levels under AB 1900. Coordinate work with CARB on analyses of biogas to include in five-year update reports that are provided to the California Public Utilities Commission (CPUC). Review supporting work by staff that may include application of quantitative risk assessment methodology for carcinogens and non-carcinogens, physiologically-based pharmacokinetic (PBPK) modeling, and benchmark dose modeling, and other approaches to develop toxicity criteria. Review written summary reports on the assessment of health risks that identify the toxic effects of chemicals, primary effects, and the methodology used to develop the final toxicity criteria. Present findings and analyses to scientists, stakeholders, and other interested parties in meetings, including public meetings and workshops.</p>
20%	<p><b>Oversee Technical Analyses that Support the Implementation of AB 617.</b></p> <p>Provide overall guidance and serve as the Section’s final approving authority for work prepared by staff to support the implementation of AB 617. Provide consultation to CARB and the air districts in their required community air monitoring and emissions reduction plans and supporting statewide guidance.</p>



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	Review and approved toxicological assessments that are developed by staff to support interpretation of air monitoring data and to guide effective emissions reductions. Coordinate with other OEHHA staff and management involved in other aspects of AB 617 implementation (for example, biomonitoring and the health effects of particulate pollution).
15%	<p><b>Supervise the Coordination of the Office’s Hazardous Materials Emergency Planning and Response.</b></p> <p>Provide overall guidance and serve as the Section’s final approving authority for staff work related to emergency planning and response. Through meetings with participating staff, maintain awareness of and guide the section’s participation in CalEPA’s Emergency Response Management and Unified Administrative and Advisory Committees, and the Office’s support for the California Accidental Release Prevention Program (CalARP). Review and approve technical expertise provided to the Office of Emergency Services in the completion, revision, and maintenance of the state list of regulated hazardous chemicals, their toxic endpoints, and threshold quantities. Review and approve time-sensitive advice provided by section staff on toxicology and public health to those involved in emergency response to accidents and events that cause the release of hazardous substances. Review and approve scientific guidance and regulations prepared by or commented on by staff that affect the state’s handling of chemical disasters. Coordinate with other state and federal toxicologists and other staff on issues regarding emergency guidance levels for chemical exposure.</p>
10%	<p><b>General Supervision.</b></p> <p>Track projects to ensure that assigned work is accomplished in a timely manner. Promote and maintain a positive work environment per the Department’s Equal Employment Opportunity policy. Conduct hiring activities to make necessary appointments to fill vacancies. Prepare probation reports to provide feedback on work performance. Conduct evaluations such as Individual Development Planes/Annual Reviews. Identify areas for staff training and improvement. Apply the State’s progressive discipline structure as appropriate to facilitate effective performance and address any performance issues such as inappropriate behavior and/or poor performance. Approve employee timesheets, teleworking arrangements, and/or alternate work schedules to ensure compliance with departmental policies.</p>
<b>Marginal Functions (Including percentage of time):</b>	
5%	Attend continuing education courses to maintain and further develop leadership, supervisory, and technical skills and expertise. Attend scientific meetings and conferences at the local and national level to present CHEIS research and remain abreast of current scientific knowledge relevant to the section’s work. Provide critical review of articles for publication in scientific journals written by section staff. Review the section’s consultation contracts with external experts to provide additional information on scientific topics related to the section’s work in this area. Provide high-level support for the organization of technical workshops of interest to the program by advising staff on topics areas and suitable participants.
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 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. Office work is done in a high-rise building in the Sacramento or Oakland office. Workload partly entails various time-critical assignments. Review of scientific articles, reports and generating scientific documents and reports may require prolonged sitting. Use of office equipment requires repetitive motion. Meetings and teleconferences sometimes occur off-site. 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 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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