

DUTY STATEMENT

Employee Name:	Position Number: 580-353-7978-002
Classification: Staff Toxicologist (Specialist)	Tenure/Time Base: Permanent Full-Time
Working Title: Toxicologist	850 Marina Bay Parkway, Bldg. P, 3 rd Floor Richmond, CA 94804
Collective Bargaining Unit: R10	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Healthy Communities	Branch/Section/Unit: Environmental Health Investigations Branch/ Exposure Investigations Section/ Investigations Unit

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) 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 departmental policies and procedures.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

Job Summary

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by building the public health infrastructure necessary to respond effectively to non-infectious toxicological outbreaks or natural disasters to prevent harmful exposures and protect the health of Californians. The incumbent serves as an environmental toxicology subject matter expert and conducts public health investigations of non-infectious agent exposures to identify, respond, and prevent toxicological outbreaks.

Working under the general direction of the Senior Environmental Scientist Supervisor, Chief, Site Assessment Unit, Exposure Investigations Section, within the Environmental Health Investigations Branch (EHIB), the Staff Toxicologist (Specialist) serves on a multidisciplinary team developing capacity to respond to illness and injury outbreaks that are not associated with infectious diseases, but include toxicological outbreaks. The incumbent provides guidance and consultation to a multidisciplinary team and local jurisdictions on toxicological exposure issues during non-infectious toxicological outbreaks. The Staff Toxicologist (Specialist) provides expertise in the development of a comprehensive plan to identify and respond to toxicological outbreaks in California.

The Staff Toxicologist (Specialist) maintains awareness of toxicological literature and develops reference materials for outbreak investigations. The incumbent collaborates with CDPH laboratory scientists and integrates epidemiology and laboratory data. The Staff Toxicologist develops, and reviews reports and outreach materials relating to outbreak investigations. The incumbent participates in a community of practice with interdepartmental programs, local health departments, California Environmental Protection Agency (CalEPA), Centers for Disease Control (CDC), and academic partners who would potentially be involved in identifying and responding to non-infectious disease outbreaks. The Staff Toxicologist (Specialist) provides as-needed technical expertise responding to emergency scenario and emergency preparedness activities and serves as a subject matter expert for CDPH.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: 15% In-state with the possibility of overnight
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification: Drivers license
- Other:

Essential Functions (including percentage of time)

40% Works with Toxicological Outbreak Program colleagues to develop a comprehensive state plan detailing how to identify, prepare for, and respond to non-infectious toxicological outbreaks. Maintains awareness of toxicological literature relevant to chemicals, toxins (chemical or biological origin), and natural disaster-related environmental exposures. Develops reference materials and resource library for toxicological outbreak investigations. Provides consultation and technical assistance to local and tribal jurisdictions on matters of toxicological exposures. Liaises with laboratory scientists, integrates laboratory data with epidemiology data, and provides input on the development of toxicological outbreak data systems. Develops standard operating procedures for outbreak hypothesis generation from a toxicological perspective. During toxicological outbreak investigations, assists in developing case definitions, works with laboratory staff to develop environmental and biological sampling strategies, receives, and interprets laboratory testing results, assists in generating and testing of epidemiological hypothesis related to the etiology of the outbreak, collect and compiles necessary information and reports.

- 35% Collaborates with EHIB’s Toxicological Outbreaks Program staff in the development of outreach and training materials. Develop outbreak reports, briefs, public outreach materials, and other publication materials. Assists developing and delivering trainings to cross-disciplinary scientific, and lay audiences on toxicological concepts related to identifying, investigating, responding to, and preventing toxicological outbreaks. Exercises proficiency in plain language writing and interpretation of scientific concepts for the lay audience.

- 20% Attends regular meetings with the Association of Public Health Laboratories, CDC, CDPH Laboratory Response Network Chemical (LRN-C) and Biological (LRN-B), local public health laboratories, and academic institutions to evaluate and advance generation and testing of outbreak hypotheses as well as developing resources and support during a response. Liaises with local health departments, CalEPA, and federal agencies, including the CDC and The Food and Drug Administration, and academic partners to establish a community of practitioners who would potentially be involved in identifying possible sources of, and responding to non-infectious disease outbreaks. Provides technical expertise to develop and participate in emergency preparedness and response exercises strategies, receives, and interprets laboratory testing results, assists in generating and testing of epidemiological hypothesis related to the etiology of the outbreak, collects and compiles necessary information and reports.

Marginal Functions (including percentage of time)

- 5% Performs other job-related duties as assigned and participates in EHIB’s Public Inquiry Program.

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

I have read and understand the duties and requirements listed above and able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor’s Name:	Date	Employee’s Name:	Date
Supervisor’s Signature	Date	Employee’s Signature	Date

HRD Use Only:
 Approved By: J.A.
 Date: Aug24