



**Department of  
Toxic Substances  
Control**

Incumbent:  
Classification: Associate Toxicologist  
Position Number: 810-571-7941-XXX

**DUTY STATEMENT**

CURRENT       PROPOSED

RPA Number:	Classification Title: <b>Associate Toxicologist</b>	Position Number: <b>810-571-7941-XXX</b>
Incumbent Name:	Working Title:	Effective Date:
Tenure: <b>Full-Time</b>	Time Base: <b>Permanent</b>	Intermittent Hours Per Month:
Division/Office: <b>Site Mitigation and Restoration Program (SMRP)</b>	Section/Unit: <b>Human and Ecological Risk Office</b>	Reporting Location: <b>Sacramento</b>
Supervisor's Name: <b>Thomas Booze</b>	Supervisor's Classification: <b>Senior Toxicologist</b>	CBID: <b>R10</b>
Confidential Designation:  <input checked="" type="checkbox"/> YES <input 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 type="checkbox"/> Supervisory		

<b>Human Resources Use Only:</b>	
<b>HR Analyst Approval:</b>	<b>Date:</b>

**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.

The Department of Toxic Substances Control (DTSC) values diversity, equity, and inclusion throughout the organization. We foster an environment where employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. We believe the diversity of our employees is essential to inspiring innovative solutions. Together we further our mission to protect California's people and environment from harmful effects of toxic substances by restoring contaminated resources, enforcing hazardous waste laws, reducing hazardous waste generation, and encouraging the manufacture of chemically safer products.



# Department of Toxic Substances Control

Incumbent:  
Classification: Associate Toxicologist  
Position Number: 810-571-7941-XXX

## Position Description

Under the supervision of a Senior Toxicologist (Unit Chief) in the Site Mitigation and Restoration Program (SMRP) Human and Ecological Risk Office (HERO), the Associate Toxicologist advises in the areas of toxicology, human and/or ecological risk assessment, and exposure assessment, along with a variety of other tasks directly or indirectly related to toxicology, risk assessment, and exposure assessment. Specific duties to be performed under the direction of the Senior Toxicologist, include, but are not limited to:

## Essential Functions (Including percentage of time):

35% Prepares, reviews, and/or evaluates all types of documents and information pertinent to Human Health Risk Assessments (HHRA) and/or Ecological Risk Assessments (ERA) of low to medium level of complexity and during all stages of a cleanup or permitting project. When evaluating public health risk and ecological hazards from exposure to chemicals in all relevant environmental media the Associate Toxicologist applies existing Federal and State laws and regulations, interprets and uses applicable DTSC policies, guidelines, and practices, as well as the most current sound scientific methods, knowledge, and practices of public health and environmental professionals in the fields of toxicology, human and ecological risk assessment, environmental contamination, fate and transport analysis, and epidemiology. After reviewing risk assessments or related documents, the Associate Toxicologist writes clear, constructive, and concise technical memoranda to identify, document, and communicate adequacy, or lack thereof, of the documents reviewed to inform risk management decisions that are protective of human health and the environment. Such memoranda should provide adequate explanation of the scientific basis and rationale for HERO's recommendations and include guidance to responsible parties and their consultants outlining acceptable solutions for the shortcomings identified during the review of the documents.

Prepares written assessments and describes strategies to evaluate the human health and/or ecological impacts of exposure to hazardous substances released into the environment and provide support for the evaluation of remedial action alternatives, permit conditions, or chemical substitutions in consumer products to ensure they are adequate to protect human health and the environment. Participates in meetings (in person or virtually) to provide advice, guidance, clarifications, or expert opinions on issues related to toxicology, risk assessment, and exposure assessment.



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- 25% Retrieves, reviews, and evaluates toxicology and exposure information in support of any DTSC program that may need support in the areas of toxicology, risk assessment, and exposure assessment. Provides technical review of toxicity criteria, hierarchical classifications, or other elements related to toxicology or risk assessment proposed for inclusion in California regulations that may affect the operations and authority held by DTSC or CalEPA.
- Prepares, reviews, and evaluates sampling and analysis plans, of low to medium level of complexity, and similar technical documents integrating scientific, toxicological and ecological principles, and new advancements in toxicology and related sciences, to provide data of sufficient quality and certainty to meet essential DTSC needs such as: 1) assessing potential health impacts of site-specific hazardous substance releases and categorization of human health or ecological hazard associated with general releases to the environment; and 2) provide hazard characterization of chemicals present in consumer products with potential human health and/or ecological impacts.
- 15% Participates in intra- and extra-Department investigations, coordination efforts, meetings, and work groups with Federal (e.g., U.S. Environmental Protection Agency (EPA), U.S. Fish and Wildlife Service (FWS)) and California (e.g., Office of Environmental Health Hazard Assessment (OEHHA), Department of Pesticide Regulation (DPR), Regional Water Quality Control Board (WQCB) and California Department of Fish and Wildlife (DFW)) agencies and stakeholders (e.g., public, tribal) to develop and maintain knowledge of current strategies and techniques necessary to provide screening and categorization of potential adverse effects on human health and ecological systems.
- 5% Works with risk assessment findings of low to medium level of complexity and risk-based remedial decisions made by DTSC to support case development, cost recovery decisions, prosecution of hazardous waste offenders, and enforcement investigations.
- 5% Prepares and presents human health and/or ecological risk assessment findings and summaries to the general public, local, state, and federal agencies, other types of stakeholders, at meetings, workshops, and other events. In coordination with other DTSC personnel, responds to inquiries on toxicology, risk assessment, and exposure assessment issues from stakeholders and the general public using plain language to the extent feasible and in a manner appropriate to the audience.
- 5% Performs administrative duties including, but not limited to, adherence to DTSC policies, rules, and procedures; submits administrative requests including leave, travel, and training in a timely and appropriate manner; accurately reports time in the Daily Log system; and submits timesheets by the due date.

## **Marginal Functions (Including percentage of time):**

- 5% Conducts, coordinates and prepares reports for the Senior Toxicologist on project status, budgets, resource projections, and other reports as necessary; adds new sites and maintains schedules and information on existing sites in DTSC's EnviroStor database; identifies possible project delays and actual delays, determines cause and provides proposed solutions to the Senior Toxicologist; prepares highlights/briefings for upper management on important projects; and maintains current daily log.



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- 5% Participates in professional meetings, continuing education courses, conferences, workshops, webinars, on-line classes or presentations to maintain and further develop scientific knowledge and technical skills and expertise. Participates in preparation of articles for publication in scientific journals and with organizing scientific and technical workshops pertinent to achieving the mission of the Department. Participates in scientific meetings and conferences at the local and national level. Provides human health and ecological risk assessment, and risk communication training to DTSC, other State and local agencies staff, and external stakeholders, including the general public. Participates in developing technical bulletins and guidance documents that may be applicable or related to toxicology or risk assessment issues or practices.

### Typical Physical Conditions/Demands:

This position may require working in the field, including work at sites with rough or inaccessible terrain, work outside in inclement weather conditions, and travel to locations anywhere in California. Potential exposure to toxic or hazardous materials. Use of personal protective equipment may be required. Based on operational need, the Associate Toxicologist may be required to independently reach specific locations for official State business including, but not limited to, hazardous waste site visits, participation in off-site meetings with colleagues and stakeholders, make presentations, participate in public meetings, workshops, and similar events. The work typically requires sitting for prolonged periods while reading, writing, typing, and participating in in-person or virtual meetings. The position may require bending and stooping, working in a cubicle environment within a single or multi-story building or remotely, and using a variety of office equipment, e.g., computers, copiers, etc. Daily use of a personal computer and telephone is essential.

### Typical Working Conditions:

This position may require occasional overnight travel. If travel is required, it will be by commercial carrier or other vehicle, whichever method is in the best interest of the state. Work is conducted in an office setting in a multi-story building with artificial light and temperature control, and attends meetings in similar settings. Travel may be required locally and within the state. If travel is required, it will be by commercial carrier or auto, whichever method is in the best interest of the State.

### 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:

If the Associate Toxicologist elects to drive a vehicle while on official State business, they will be required to enroll in the California Department of Motor Vehicle Pull Notice Program and be in possession of a valid California Driver's License adequate to the vehicle driven. The individual in the position may be required to



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obtain and maintain field certification, which includes 40-hour HAZWOPER, current annual medical monitoring, annual DTSC HAZWOPER refresher, and Biennial first aid/CPR. Defensive Driver training may also be required. Attends meetings, hearings, and works with staff statewide to complete projects and work assignments on a weekly, monthly or bi-monthly basis depending upon complexity of project or work assignment. Follows applicable laws, regulations, policies and procedures including, but not limited to, those governing the management of hazardous waste in California. Analyzes regulatory issues of low to average level of complexity and provides sound technical recommendations to management and staff within DTSC. This position also handles sensitive and confidential materials/matters.

**Requirements:** Ability to identify, evaluate, and draw scientifically sound conclusions from existing toxicology and risk assessment information, including but not limited to searching databases and other sources of information/data. The ability to design, perform, analyze and interpret new data from investigation and summarization of study results and potential impacts. Strong oral and written communication skills (including editing), and the ability to: 1) present clear and succinct direction to technical consultants; 2) effectively communicate information orally, graphically and in writing or by an equivalent means, if the person has a physical disability that prevents them from communicating in a specific manner (e.g., not able to speak); 3) ability to communicate complex scientific concepts in plain language to non-technical audiences and community members; 4) ability to make engaging scientific presentations to audiences of scientists from different disciplines; 5) develop and maintain collaborative working relationships with management, staff and clients; and review, modify and complete assigned work on schedule.

## 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

[Redacted signature area]

## 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?

YES

NO

Employee Name

Employee Signature

Date

Light blue shaded area for employee information.



**Department of  
Toxic Substances  
Control**

Incumbent:  
Classification: Staff Toxicologist  
Position Number: 810-571-7978-073

**DUTY STATEMENT**

**CURRENT**       **PROPOSED**

RPA Number:	Classification Title: <b>Staff Toxicologist</b>	Position Number: <b>810-571-7978-073</b>
Incumbent Name:	Working Title:	Effective Date:
Tenure: <b>Full-Time</b>	Time Base: <b>Permanent</b>	Intermittent Hours Per Month:
Division/Office: <b>Site Mitigation and Restoration Program (SMRP)</b>	Section/Unit: <b>Human and Ecological Risk Office</b>	Reporting Location: <b>Sacramento</b>
Supervisor's Name: <b>Thomas Booze</b>	Supervisor's Classification: <b>Senior Toxicologist</b>	CBID: <b>R10</b>
Confidential Designation:  <input checked="" type="checkbox"/> YES <input 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 type="checkbox"/> Supervisory		

<b>Human Resources Use Only:</b>	
<b>HR Analyst Approval:</b>	<b>Date:</b>

**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.

The Department of Toxic Substances Control (DTSC) values diversity, equity, and inclusion throughout the organization. We foster an environment where employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. We believe the diversity of our employees is essential to inspiring innovative solutions. Together we further our mission to protect California's people and environment from harmful effects of toxic substances by restoring contaminated resources, enforcing hazardous waste laws, reducing hazardous waste generation, and encouraging the manufacture of chemically safer products.



Incumbent:  
Classification: Staff Toxicologist  
Position Number: 810-571-7978-073

### **Position Description**

Under the general direction of a Senior Toxicologist (Unit Chief) in the Site Mitigation and Restoration Program (SMRP) Human and Ecological Risk Office (HERO), the Staff Toxicologist (Specialist) independently provides expert scientific support in the areas of toxicology, human and/or ecological risk assessment, and exposure assessment, along with a variety of other tasks directly or indirectly related to toxicology, risk assessment, and exposure assessment. Specific duties include, but are not limited to:

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

- 35% Prepares, reviews, and/or evaluates all types of documents and information pertinent to Human Health Risk Assessments (HHRA) and/or Ecological Risk Assessments (ERA) of all levels of complexity and during all stages of a cleanup or permitting project. When evaluating public health risk and ecological hazards from exposure to chemicals in all relevant environmental media the Staff Toxicologist (Specialist) applies existing Federal and State laws and regulations, interprets and uses applicable DTSC policies, guidelines, and practices, as well as the most current sound scientific methods, knowledge, and practices of public health and environmental professionals in the fields of toxicology, human and ecological risk assessment, environmental contamination, fate and transport analysis, and epidemiology. After reviewing risk assessments or related documents, the Staff Toxicologist (Specialist) independently writes clear, constructive, and concise technical memoranda to identify, document, and communicate adequacy, or lack thereof, of the documents reviewed to inform risk management decisions that are protective of human health and the environment. Such memoranda should provide adequate explanation of the scientific basis and rationale for HERO's recommendations and include guidance to responsible parties and their consultants outlining acceptable solutions for the shortcomings identified during the review of the documents. Independently prepares written assessments and describes strategies to evaluate the human health and/or ecological impacts of exposure to hazardous substances released into the environment and provide support for the evaluation of remedial action alternatives, permit conditions, or chemical substitutions in consumer products to ensure they are adequate to protect human health and the environment. Participates in meetings (in person or virtually) to provide advice, guidance, clarifications, or expert opinions on issues related to toxicology, risk assessment, and exposure assessment.
- 25% Independently retrieves, reviews, and evaluates toxicology and exposure information in support of any DTSC program that may need support in the areas of toxicology, risk assessment, and exposure assessment. Provides technical review of toxicity criteria, hierarchical classifications, or other elements related to toxicology or risk assessment proposed for inclusion in California regulations that may affect the operations and authority held by DTSC or CalEPA. May be involved in supporting the development of new regulations and the legislative review of proposed bills. Independently prepares, reviews, and evaluates sampling and analysis plans, of all levels of complexity, and similar technical documents integrating scientific, toxicological and ecological principles, and new advancements in toxicology and related sciences, to provide data of sufficient quality and certainty to meet essential DTSC needs such as: 1) assessing potential health impacts of site-specific hazardous substance releases and categorization of human health or ecological hazard associated with general releases to the environment; and 2) provide hazard characterization of chemicals present in consumer products with potential human health and/or ecological impacts. Prepares expedited assessments during emergencies to determine health-protective cleanup goals that allow re-entry or re-use of vital State facilities.





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- 10% Participates in intra- and extra-Department investigations, coordination efforts, meetings, and work groups with Federal (e.g., U.S. EPA, U.S. FWS) and California (e.g., OEHHA, DPR, Regional WQCB and California DFW) agencies and stakeholders (e.g., public, tribal) to develop and maintain knowledge of current strategies and techniques necessary to provide screening and categorization of potential adverse effects on human health and ecological systems. Evaluates appropriate data gathered from interagency coordination and similar toxicological resources to provide manager a written summary of essential data that could affect application to human health and/or ecological risk assessments.
- 5% Works with more complex risk assessment findings and risk-based remedial decisions made by DTSC to support case development, cost recovery decisions, prosecution of hazardous waste offenders, and enforcement investigations. Presents findings in administrative hearings or in court proceedings.
- 5% Prepares and presents human health and/or ecological risk assessment findings and summaries to the general public, news media (in collaboration with the Office of Communications), local, state, and federal agencies, other types of stakeholders, at meetings, workshops, and other events. In coordination with other DTSC personnel, responds to inquiries on toxicology, risk assessment, and exposure assessment issues from stakeholders and the general public using plain language to the extent feasible and in a manner appropriate to the audience.
- 5% Performs administrative duties including, but not limited to: adheres to DTSC policies, rules, and procedures; submits administrative requests including leave, overtime, travel, and training in a timely and appropriate manner; accurately reports time in the Daily Log system; and submits timesheets by the due date.

## **Marginal Functions (Including percentage of time):**

- 5% Conducts, coordinates and prepares reports for the Senior Toxicologist on project status, budgets, resource projections, and other reports as necessary; adds new sites and maintains schedules and information on existing sites in DTSC's EnviroStor database; identifies possible project delays and actual delays, determines cause and provides proposed solutions to the Senior Toxicologist; and prepares highlights/briefings for upper management on important projects.
- 5% Participates in professional meetings, continuing education courses, conferences, workshops, webinars, on-line classes or presentations to maintain and further develop scientific knowledge and technical skills and expertise. Participates in preparation of articles for publication in scientific journals and with organizing scientific and technical workshops pertinent to achieving the mission of the Department. Participates in scientific meetings and conferences at the local and national level. Provides human health and ecological risk assessment, and risk communication training to DTSC, other State and local agencies staff, and external stakeholders, including the general public. Participates in developing technical bulletins and guidance documents that may be applicable or related to toxicology or risk assessment issues or practices.



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### Typical Physical Conditions/Demands:

This position may require working in the field, including work at sites with rough or inaccessible terrain, work outside in inclement weather conditions, and travel to locations anywhere in California. Potential exposure to toxic or hazardous materials. Use of personal protective equipment may be required. Daily use of a personal computer and telephone is essential. The work typically requires sitting for prolonged periods while reading, writing, typing, and participating in in-person or virtual meetings. The position may require bending and stooping, working in a cubicle environment within a single or multi-story building or remotely, and using a variety of office equipment, e.g., computers, copiers, etc. Daily use of a personal computer and telephone is essential.

### Typical Working Conditions:

Works in an office setting in a multi-story building with artificial light and temperature control, and attends meetings in similar settings. The incumbent works up to forty hours a week and ten percent (10%) of any work period may require travel. Travel may be required locally and within the state. If travel is required, it will be by commercial carrier or auto, whichever method is in the best interest of the State.

### 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:

Individually able to transport up to 20 pounds. Maintenance of field certification, current annual medical monitoring, 40-hour HAZWOPER, annual DTSC HAZWOPER refresher, biennial first aid/CPR, and defensive driving. Attends meetings, hearings, and works with staff statewide to complete projects and work assignments on a weekly, monthly or bi-monthly basis depending upon complexity of project or work assignment. Applies laws, regulations, policies and procedures governing the management of hazardous waste in California. This position also handles sensitive and confidential materials/matters.

**Requirements:** Database knowledge and the ability to use database programs such as Microsoft © Access, Microsoft© Excel, the U.S. EPA Integrated Risk Information System, and other U.S. EPA databases such as the Aggregated Computational Toxicology Resource (ACToR) system.

The ability to research, analyze and interpret data for the purposes of hypothesis testing, data investigation and summarization of study results and potential impacts. Strong writing and editing skills, and the ability to: 1) present clear direction to technical consultants; 2) effectively communicate information verbally, graphically and in writing; 3) develop and maintain collaborative working relationships with management, staff and clients; and review, modify and complete assigned work on schedule.



# Department of Toxic Substances Control

Incumbent:  
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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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