

Position Code 1.

State of Michigan
Civil Service Commission
 Capitol Commons Center, P.O. Box 30002
 Lansing, MI 48909
POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete this form as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency
	Department of Environment, Great Lakes, and Energy
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description	10. Division
Toxicologist-E 9-P11	Air Quality Division
5. Working Title (What the agency calls the position)	11. Section
Toxicologist 9-P11	Air Quality Evaluation Section
6. Name and Position Code Description of Direct Supervisor	12. Unit
Brain J. Hughes, Toxicologist Manager 14	Toxics Unit
7. Name and Position Code Description of Second Level Supervisor	13. Work Location (City and Address)/Hours of Work
Thomas Shanley, State Administrative Manager 15	Constitution Hall, Lansing, MI Monday-Friday, 8:00 AM – 5:00 PM
14. General Summary of Function/Purpose of Position	
The general purpose and function of this position is to provide toxicological expertise for programs to control toxic chemicals in the air. This position is responsible for evaluating the impacts to human health and the environment from toxic chemicals emitted to the atmosphere.	

**15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.
List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.**

Duty 1

General Summary of Duty 1 **% of Time** 80%

Provide technical expertise in the area of toxicology and toxicological methods for the Division's air toxics permitting program.

Individual tasks related to the duty.

- Review toxicological literature and databases.
- Evaluate physical, chemical, and toxicological properties of toxic air pollutants and assess hazards.
- Develop criteria (screening levels) that are protective of public health for the air toxics permitting program.
- Prepare technical reports and memos documenting basis for criteria and other scientific findings.
- Answer technical questions from AQD staff.
- Respond to questions from the public on air toxics concerns.
- Participate in public meetings and hearings where toxicological issues are of concern.

Duty 2

General Summary of Duty 2 **% of Time** 10%

Provide toxicological expertise for air monitoring, air quality evaluation, and compliance and enforcement programs dealing with air toxics issues.

Individual tasks related to the duty.

- Review and evaluate data and information relevant to air toxics issues of concern. This may include such things as monitoring data, air pollution and health studies, emissions data, and air quality modeling information.
- Prepare technical reports and memos on the findings from the assessment of information.
- Attend meetings with district staff, enforcement staff, and others to assess problems and assist in development of resolutions.
- Serve as an expert witness in legal hearings and court cases on the toxicological impacts of chemicals on human health.
- Attend public meetings and hearings to discuss the findings of toxicological evaluations.

Duty 3

General Summary of Duty 3 **% of Time** 5%

Participate in activities of state and federal workgroups as appropriate.

Individual tasks related to the duty.

- Attend workgroup meetings.
- Complete work assignments for individual workgroups and relevant subcommittees.
- Participate in conference calls for the workgroups.

Duty 4

General Summary of Duty 4 **% of Time** 5%

Provide technical expertise and complete work for projects and assignments outside of Duties 1 through 3.

Individual tasks related to the duty.

- Respond to questions and provide information to the public, regulated community, and staff on general air toxics issues.
- Provide review and analysis of new federal or state legislation or regulations dealing with air toxic issues.
- Continue to develop and maintain expertise in the area of environmental and regulatory toxicology by review of current scientific literature, attending professional meetings or training sessions, and review of federal and state regulations or guidelines related to risk assessment and air toxics regulations.
- Complete other assignments as assigned by the Unit Supervisor.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Evaluating the quality, utility and appropriateness of toxicological data, and application of air toxics rules for development of draft screening levels. The public and regulated communities are affected through the prevention of adverse effects to human health and the environment, and the degree of control needed for air emission sources to comply with health-based screening levels.

17. Describe the types of decisions that require the supervisor's review.

Controversial issues require supervisor review, including when guidelines, regulations, or policies on a specific situation are not clear. Also, the supervisor reviews and approves the finalization of the draft screening levels.

18. What kind of physical effort is used to perform this job? What environmental conditions is this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

The duties of this position require the normal physical activities encountered in an office environment, such as sitting at a computer, walking, bending, reaching, stooping, and standing on a daily basis. Carrying, kneeling, and balancing are required on an occasional basis.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.)

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
N/A			

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work. |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work. |
| <input type="checkbox"/> Approve leave requests. | <input type="checkbox"/> Review work. |
| <input type="checkbox"/> Approve time and attendance. | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand. | <input type="checkbox"/> Train employees in the work. |

22. Do you agree with the responses for Items 1 through 20? If not, which items do you disagree with and why?

Agree.

23. What are the essential functions of this position?

To provide technical expertise in the area of toxicology related to toxic air pollutants for the AQD's permitting, air quality evaluation, and compliance and enforcement programs.

The position requires the ability to clearly communicate both verbally and in writing, operate a computer and telephone, attend meetings or legal proceedings which may be lengthy, and maintain a calm professional demeanor during confrontational situations. To be successful in this position, the following competencies are essential: communication, contributing to team success, planning and organizing work, and technical/professional knowledge.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

New position.

25. What is the function of the work area and how does this position fit into that function?

The function of the Toxics Unit is to evaluate the human health and environmental impacts of toxic air pollutants; to provide toxicological expertise for the development and implementation of the AQD's air toxics programs; and to develop, coordinate and implement air toxics programs for the protection of the Great Lakes ecosystem and Michigan's environment. This position is responsible for providing toxicological expertise for the air toxics permitting program and other air toxics related issues.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position?

EDUCATION:

This job requires a master's degree in toxicology or in a physical, biological or environmental science with a minimum of 10 semester (15 term) hours of coursework or equivalent in toxicology and 14 semester (20 term) hours or equivalent in chemistry to include inorganic, organic and biochemistry. An additional 24 semester (35 term) hours of coursework must be demonstrated in any combination of physiology, pharmacology, epidemiology, vertebrate biology/zoology, histology, pathology, statistics, environmental science, microbiology, anatomy, industrial hygiene, chemistry or toxicology (in addition to the above chemistry and toxicology hours). Other combinations of experience and education which would provide the knowledge, skills and abilities listed will be evaluated on an individual basis.

EXPERIENCE:

None for the Toxicologist 9.

For the Toxicologist 10 or 11, one or two years, respectively, of professional experience in assessing toxicity, hazards and risks to human health, and controlling the impact of toxic substances on human health and the environment equivalent to a Toxicologist in state service.

KNOWLEDGE, SKILLS, AND ABILITIES:

Expertise in toxicology and risk assessment. Ability to communicate effectively on technical and non-technical levels, verbally and in writing. Working knowledge of computers and office software.

CERTIFICATES, LICENSES, REGISTRATIONS:

None.

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor's Signature

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to statements of the employee(s) or supervisors.

I certify that the entries on these pages are accurate and complete.

Appointing Authority Signature

Date

TO BE FILLED OUT BY EMPLOYEE

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee's Signature

Date

NOTE: Make a copy of this form for your records.