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.)
Vacant

8. Department/Agency
Environment, Great Lakes, and Energy

3. Employee Identification Number

9. Bureau (Institution, Board, or Commission)

4. Civil Service Position Code Description
Toxicologist - E

10. Division
Remediation and Redevelopment

5. Working Title (What the agency calls the position)
Toxicologist

11. Section
Executive

6. Name and Position Code Description of Direct Supervisor
Eric Wildfang, Toxicologist 14 Manager

12. Unit
Toxicology

7. Name and Position Code Description of Second Level Supervisor
Joshua Mosher, State Division Administrator 17

13. Work Location (City and Address)/Hours of Work
CONSTITUTION HALL
525 West Allegan Street
LANSING, MI 48909-7926

14. General Summary of Function/Purpose of Position
The general purpose and function of this position is to provide toxicological and risk assessment support at the entry through journeyperson level to division and department staff, consultants, the regulated community, and to the public. The person in this position will assess the risks and hazards of chemical contaminants present in the soil, groundwater, soil vapor, and air at Part 201 facilities, Part 213 sites, and Superfund sites. This person will review risk assessments, site-specific criteria proposals, remedial investigations and activities, closure reports and other documents related to the investigation and cleanup of contaminated properties. This position also supports the development and update of the generic Part 201 cleanup criteria and provides information about generic and site-specific risk-based cleanup criteria as requested.
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.

<table>
<thead>
<tr>
<th>Duty 1</th>
<th>General Summary of Duty 1</th>
<th>% of Time: 35</th>
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<tbody>
<tr>
<td>Collect, evaluate, interpret, and summarize the chemical, physical, and toxicological data needed to generate and update the generic cleanup criteria for hazardous substances in groundwater, soil, and soil vapor per Part 201 of Act 451 and its associated Administrative Rules. Develop and update criteria for the groundwater and soil exposure pathways consistent with the established methods and using the appropriate information. Record the necessary information in the criteria database and spreadsheets; generate and publish the generic criteria with the assistance of other Toxicology Unit staff. Provide criteria and supporting information to staff, consultants, the regulated community, and the public.</td>
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**Individual tasks related to the duty.**
- Provide information about risk assessment, toxicology, and cleanup criteria to staff, consultants, the regulated community, and the public; assist with providing training to the same groups.
- Compile, interpret, and document the relevant toxicological information and toxicity values for the development of Part 201 generic cleanup criteria; become knowledgeable in conducting toxicological assessments.
- Provide written justification and technical support for the generic cleanup criteria.
- Work with other toxicologists and support staff to generate the necessary information to develop the generic cleanup criteria.

<table>
<thead>
<tr>
<th>Duty 2</th>
<th>General Summary of Duty 2</th>
<th>% of Time: 40</th>
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<tbody>
<tr>
<td>Work with project managers and other division staff to review and comment on department submittals including response activity plans, remedial investigations, closure reports, site-specific criteria proposals, site-specific risk assessments, and toxicological assessments. Develop familiarity with and apply risk assessment and other relevant guidance prepared by EGLE, U.S. EPA, other state and federal environmental and public health agencies and organizations in the review of the submittals to the department.</td>
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**Individual tasks related to the duty.**
- Review submittals and discuss issues with the EGLE project manager as well as other project team members/staff and/or consultants as needed.
- Provide written comments and recommendations to the project manager.
- Attend project-related meetings.
- Document all conversations and decisions made with the relevant parties.

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<tr>
<th>Duty 3</th>
<th>General Summary of Duty 3</th>
<th>% of Time: 15</th>
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<tbody>
<tr>
<td>Review other technical aspects of the Part 201, Part 213, and Superfund programs (e.g., sampling strategies and statistics, incremental sampling, non-aqueous phase liquids, etc.) that are relevant to the generic cleanup criteria and the review of site-specific submittals.</td>
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</table>

**Individual tasks related to the duty.**
- With the support of the supervisor and senior Toxicology Unit staff, review relevant subject matter presented in the RRD toxicologist training matrix or otherwise identified.
- Develop and maintain relationships with division and department subject matter experts for networking and collaboration.
- Participate on one or more relevant RRD Technical and Program Support (TAPS) teams.

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<tr>
<th>Duty 4</th>
<th>General Summary of Duty 4</th>
<th>% of Time: 5</th>
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<tr>
<td>Use the generic cleanup criteria database, criteria-related spreadsheets, and supporting documents. Assist in entering and updating chemical-specific information stored therein. Use other department toxicity-based databases such as the CCD (chemical criteria database) and assist in maintaining the RRD section of that database. Use the department toxicology library system and Toxicology Unit hardcopy files.</td>
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</table>
Individual tasks related to the duty.
• Access the Toxicology Unit files, the criteria databases and calculators and manage as directed.
• Enter new or updated chemical-specific data into the database.
• Access and use the CCD and update RRD-specific information within the database.
• Access and use the EGLE toxicology library as necessary.

Duty 5
General Summary of Duty 5 % of Time: 5
Participate in the Toxics Steering Group (TSG). Get involved in other Part 201 or EGLE issues and projects as needed.

Individual tasks related to the duty.
• Attend TSG full meetings and subcommittee meetings as needed.
• Attend TSG brownbag seminars as appropriate.
• Participate in Part 201 or EGLE issue meetings as necessary.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.
At the entry level of this position, decisions will be guided and reviewed by experienced toxicology staff, principally the Toxicologist 14 supervisor and 13-level Toxicology Specialist. The extent of guidance and review may be reduced at the 10 and P11 levels.

17. Describe the types of decisions that require the supervisor's review.
All decisions and prepared documents will require the supervisor's review.

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.
Primarily desk activities such as computer use; occasional site visits and meetings in district offices may take place.

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.)

<table>
<thead>
<tr>
<th>NAME</th>
<th>CLASS TITLE</th>
<th>NAME</th>
<th>CLASS TITLE</th>
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<tbody>
<tr>
<td>None</td>
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20. This position’s responsibilities for the above-listed employees includes the following (check as many as apply):

___ Complete and sign service ratings.
___ Assign work.
___ Provide formal written counseling.
___ Approve work.
___ Approve leave requests.
___ Review work.
___ Approve time and attendance.
___ Provide guidance on work methods.
___ Orally reprimand.
___ 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?
Yes

23. What are the essential functions of this position?
To provide support within the Part 201 program, primarily the cleanup criteria, risk assessment methodologies, and regulatory toxicology. Assist with the development of generic cleanup criteria and screening levels. Provide toxicological and risk assessment support to RRD and EGLE staff as well as consultants, the regulated community, the public, and other federal and state colleagues.

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 purpose of the Toxicology Unit is to provide technical support particularly as it relates to the generic and site-specific cleanup criteria and toxicology and risk assessment to RRD staff for Superfund, Part 213, and Part 201 facility investigations and cleanups. Toxicology Unit staff provide support on various submittals to the department which relate to remedial activities at specific facilities. The person in this position will work with other members of the Toxicology Unit and RRD project managers to provide the same kind of support.

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

<table>
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<tr>
<th>EDUCATION:</th>
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<tr>
<td>Possession of a master’s degree in toxicology.</td>
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**Alternate Education and Experience**

**Toxicologist 9 - 12**

Possession of a master’s degree in a physical, biological, or environmental science with 10 semester (or equivalent) credits in toxicology, 14 semester (or equivalent) credits in chemistry (including inorganic, organic, and biochemistry), and 24 semester (or equivalent) credits in any combination of the following: physiology, histology, pathology, statistics, environmental science, microbiology, physical, or environmental chemistry (in addition to the above indicated 14 semester credits); anatomy, pharmacology, epidemiology, industrial hygiene, toxicology (in addition to the above indicated 10 semester credits); or, vertebrate biology or zoology may be substituted for the education requirement.

**EXPERIENCE:**

**Toxicologist 9**

No specific type or amount is required.

**Toxicologist 10**

One year of professional experience in assessing and controlling the impact of toxic substances on human health and the environment equivalent to a Toxicologist 9.

**Toxicologist P11**

Two years of professional experience in assessing and controlling the impact of toxic substances on human health and the environment equivalent to a Toxicologist, including one year equivalent to a Toxicologist 10.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of the principles, practices, and procedures of toxicology, biology, chemistry, and risk assessment; ability to utilize available scientific literature to obtain information on the physical, chemical, and toxicological properties of chemical substances along with an ability to interpret and select the best available information; ability to communicate effectively, both verbally and in writing, on technical and non-technical levels are preferred.

**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.