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|  |  | |  |  | | --- | --- | | |  | | --- | | This position description serves as the official classification document of record for this position. Please complete the information 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** | |  | MDHHS-COM HEALTH CENTRAL OFF | | **3. Employee Identification Number** | **9. Bureau (Institution, Board, or Commission)** | |  | Epidemiology and Population Health | | **4. Civil Service Position Code Description** | **10. Division** | | Toxicologist-E | Environmental Health | | **5. Working Title (What the agency calls the position)** | **11. Section** | | Toxicologist 9-P11 | Toxicology and Assessment | | **6. Name and Position Code Description of Direct Supervisor** | **12. Unit** | | KEATLEY, ANDREA; ENVIRONMENTAL MANAGER-3 | Environmental Site Contamination | | **7. Name and Position Code Description of Second Level Supervisor** | **13. Work Location (City and Address)/Hours of Work** | | Marcus Wasilevich; STATE ADMINISTRATIVE MANAGER-1 | 333 South Grand Ave., Lansing / Monday - Friday, 8am - 5pm | | |  | | |  |
|  | |  |  |  |  | | --- | --- | --- | --- | |  |  |  |  | |  | |  | | --- | | **14. General Summary of Function/Purpose of Position** | |  |  | |  |  |  |  | | |  | | --- | | This position evaluates environmental data collected sites of chemical contamination. The toxicologist works in cooperation with other federal, state, and local health and regulatory agencies. The person in this position interacts with the public, local officials, and legislators via meetings, telephone conversations, emails, and on-site visits, responding to community health concerns and providing information to protect public health. The person in this position is responsible for evaluating environmental, demographic, and health outcome data from chemically contaminated sites, determining whether a public health hazard exists, and documenting the findings in Health Consultations, Public Health Assessment, or other reports. This position is funded by general funds or federal grant funds. | | | |  | |  |  |  |  | | | |  |

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|  |  |  |  | |  |  |  | | --- | --- | --- | | |  | | --- | | **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:** | **Percentage:** | **65** | | Conducts public health assessments of contaminated sites in accordance with accepted risk assessment protocols and federal Agency for Toxic Substance and Disease Registry (ATSDR) guidance. Evaluates environmental and health outcome data from sites of chemical contamination and provides recommendations protective of public health. Documents data and recommendations in Health Consultation, Public Health Assessments, or other reports. | | | | **Individual tasks related to the duty:** |  |  | | * Advises the U.S. EPA, the Michigan Department of Environmental Quality, and other regulatory agencies on samplings designs and strategies to ensure data are sufficient to assess human health risks. * Advises the U.S. EPA, the Michigan Department of Environmental Quality, and other regulatory agencies on actions to protect public health during responses to immediate health concerns from chemical exposures. * Evaluates environmental sampling data to identify the human exposure potential. * Documents environmental and health outcome data in reports, along with public health recommendations. * Documents work time spent on different projects and activities. * Consults with senior toxicologists and attends trainings. | | | | **Duty 2** | | | | **General Summary:** | **Percentage:** | **15** | | Participates in guidance document development, under the direction of unit and section management. Guidance documents will record processes used and support departmental goals and will provide guidance for local health agencies, if needed. | | | | **Individual tasks related to the duty:** |  |  | | * Review published literature in support of chemical screening levels. * Maintains knowledge of chemicals, sampling procedures, and other toxicological and scientific issues relevant for assessment of contaminated sites. | | | | **Duty 3** | | | | **General Summary:** | **Percentage:** | **10** | | Provides toxicological information to the public, healthcare providers, mass media, legislators, and other agencies. | | | | **Individual tasks related to the duty:** |  |  | | * Discusses chemical exposure concerns with and answers questions from the public on the Toxics and Health Hotline, via email, and at public meetings. * Leads/collaborates with other agencies to develop factsheets and nontechnical reports on sites of environmental contamination for affected communities, local healthcare providers, local safety and government officials, and legislators. * Determines need and develops factsheets for general toxicological and public health issues. * Provides information about contaminated sites and the health assessment process to the mass media via approved departmental channels. | | | | **Duty 4** | | | | **General Summary:** | **Percentage:** | **10** | | Provides additional support to the Department of Health and Human Services as requested. | | | | **Individual tasks related to the duty:** |  |  | | * Provides input and editorial assistance for reports and section evaluations. * Participates on interview teams. * Provides briefings on toxicological issues for upper management. | | | | | | | | | | |  |
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|  |  |  |  | |  |  | | --- | --- | |  |  | |  | |  | | --- | | **16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.** | | |  |  | | |  | | --- | | The position holder makes decisions regarding public health hazards posed by sites of environmental contamination in consultation with senior toxicologists. The position holder makes decisions regarding the human health effects of exposure to toxic substances in environmental media in consultation with senior toxicologists. The position holder makes decisions while investigating contamination events where immediate actions are necessary to prevent exposure. | | | | | | | | |  |
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|  |  |  | |  |  |  | | --- | --- | --- | |  | |  | | --- | | **18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.** | | |  |  | | |  | | --- | | The only physical effort required in this position would be the carrying of a mercury vapor analyzer machine, less than 10 pounds in weight, if the toxicologist attends to a mercury spill event. The employee may attend one of these calls once a month. The employee may be exposed to unpleasant and noxious fumes and odors when conducting site visits. These sites are usually outside and the employee would be exposed to local weather conditions. Site visits may occur up to two to three times a month. Requires valid vehicle operator’s license and occasional travel within the State, including overnights. Less occasionally, travel may be required outside the State. | | | | | | | | | |  |
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|  |  |  |  |  | |  |  |  |  | | --- | --- | --- | --- | | |  | | --- | | **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.** | | | | |  |  |  | | |  | | --- | | **Additional Subordinates** | | |  | |  |  |  | |  | |  | | --- | |  | |  | |  |  |  | | | | | |  |
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|  | |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  | | --- | | **20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):** | | | | | | | | | | |  |  |  |  |  |  |  |  |  | |  | |  | | --- | | N | |  | |  | | --- | | Complete and sign service ratings. | |  | |  | | --- | | N | |  | |  | | --- | | Assign work. | |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  | |  | | --- | | N | |  | |  | | --- | | Provide formal written counseling. | |  | |  | | --- | | N | |  | |  | | --- | | Approve work. | |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  | |  | | --- | | N | |  |  |  | |  | |  | | --- | | N | |  | |  | | --- | | Approve leave requests. | |  |  | |  | | --- | | Review work. | |  | |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  | |  | | --- | | N | |  | |  | | --- | | Approve time and attendance. | |  | |  | | --- | | N | |  | |  | | --- | | Provide guidance on work methods. | |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  | |  | | --- | | N | |  | |  | | --- | | Orally reprimand. | |  | |  | | --- | | N | |  | |  | | --- | | Train employees in the work. | |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | | | | | | | | | |  |
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|  | |  |  |  | | --- | --- | --- | | |  | | --- | | **22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?** | | | |  |  | |  | |  | | --- | | Yes. | | | | | | | | | | |  |
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|  | |  |  |  | | --- | --- | --- | | |  | | --- | | **23. What are the essential functions of this position?** | | | |  |  | |  | |  | | --- | | The person in this position is responsible for evaluating environmental, demographic, and health outcome data from sites of chemical contamination, determining whether a public health hazard exists, and documenting the findings in Health Consultations, Public Health Assessments, or other reports. This position works in cooperation with other federal, state, and local health and regulatory agencies. The person in this position interacts with the public, local officials, and legislators via meetings, telephone conversations, emails, and on-site visits, responding to community health concerns and providing information to protect public health. The person in this position will be responsible for the concurrent assessment of several sites and will prioritize the sites to most efficiently determine and report public health implications. The person in this position will make site visits to assess environmental conditions and to communicate with local stakeholders. The person in this position may lead public information meetings to provide site related information to the public. The person in this position serves on interagency committees. | | | | | | | | | | |  |
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|  |  |  | |  |  |  | | --- | --- | --- | | |  | | --- | | **24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.** | | | |  |  | |  | |  | | --- | | None. | | | | | | | | |  |
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|  |  | |  |  |  | | --- | --- | --- | | |  | | --- | | **25. What is the function of the work area and how does this position fit into that function?** | | | |  |  | |  | |  | | --- | | The function of the Division is to act as a resource for the evaluation of the effects of the environment on health. Within the division, the Toxicology and Assessment Section evaluates sites of environmental chemical contamination for health effects on exposed human populations. This position will provide entry- to mid-level toxicology support in assessing sites of environmental contamination. | | | | | | | | | |  |
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|  |  | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | |  | | --- | | **26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.** | | | | | | |  | |  |  |  |  |  |  |  | | |  | | --- | | **EDUCATION:** | | |  |  |  |  |  | |  |  |  |  |  |  |  | | |  | | --- | | Possession of a master’s degree in toxicology. | | | | | | | | |  |  |  |  |  |  |  | | |  | | --- | | **EXPERIENCE:** | | |  |  |  |  |  | |  |  |  |  |  |  |  | | |  | | --- | | **Toxicologist 10**  No specific type or amount is required.  **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.  **Alternate Education and Experience**  **Toxicologist 10**  Possession of a master’s degree in a physical, biological, or environmental science with 10 semester (15 term) credits in one or more of the following subject areas: toxicology, human or environmental risk assessment, pharmacology, pathology, environmental stress, mechanisms or modes of chemical action on living organisms; and an additional 10 semester credits (15 term) in any combination of the following: molecular biology, biochemistry, chemistry, anatomy, epidemiology, industrial hygiene, zoology, ecology, biology, limnology, environmental science, soil science, physiology, histology, statistics, and chemical fate and transport.  **Toxicologist P11**  Possession of a Doctor of Philosophy (PhD) degree in toxicology; or, a PhD in a physical, biological, or environmental science with 10 semester (15 term) credits in a one or more subject areas including toxicology, human or environmental risk assessment, pharmacology, pathology, environmental stress, mechanisms or modes of chemical action on living organisms; and an additional 10 semester credits (15 term) in any combination of the following: molecular biology, biochemistry, chemistry, anatomy, epidemiology, industrial hygiene, zoology, ecology, biology, limnology, environmental science, soil science, physiology, histology, statistics, and chemical fate and transport. | | | | | | | | |  |  |  |  |  |  |  | | |  | | --- | | **KNOWLEDGE, SKILLS, AND ABILITIES:** | | | |  |  |  |  | |  |  |  |  |  |  |  | | |  | | --- | | Knowledge of the scientific principles, practices and procedures of toxicology and biology, including molecular toxicology and biology. Knowledge of environmental risk assessment procedures and applications including quantitative evaluation of human exposure to environmental contaminants. Knowledge of ATSDR guidance for conducting Public Health Assessments (PHAs).Knowledge of statistical methods to assess environmental contamination. Knowledge of the procedures and techniques utilized in correcting or mitigating exposure to chemical hazards in the environment. Ability to convey highly technical information to the lay public through effective written and oral communication. Ability to maintain records, and reports in accordance with ATSDR or departmental guidance. Ability to prioritize and concurrently assess multiple complex and diverse sites. | | | | | | | | |  |  |  |  |  |  |  | | |  | | --- | | **CERTIFICATES, LICENSES, REGISTRATIONS:** | | | | |  |  |  | |  |  |  |  |  |  |  | | |  | | --- | | None. | | | | | | | | |  |  |  |  |  |  |  | |  | |  | | --- | | ***NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.*** | | | | |  |  | |  |  |  |  |  |  |  | | | | | | | | |  |
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|  |  | |  |  |  |  |  | | --- | --- | --- | --- | --- | |  |  |  |  |  | |  | |  | | --- | | ***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** | |  | |  | | --- | | **Date** | |  | |  |  |  |  |  | | | | | | | | |  |
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|  |  |  |  |  |  |  |  | |  | | --- | | **TO BE FILLED OUT BY APPOINTING AUTHORITY** | |  |  |
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|  |  |  |  |  |  |  | |  |  |  | | --- | --- | --- | |  |  |  | |  | |  | | --- | | **Indicate any exceptions or additions to the statements of employee or supervisors.** | |  | |  |  |  | |  | |  | | --- | | None. | |  | |  |  |  | | | |  |
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