

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

TOXICOLOGY SPECIALIST

JOB DESCRIPTION

Employees in this job function as professional specialists with responsibility for a toxicology program or specialty area, or as an administrative assistant to an administrator or executive. Positions are (1) designated as specialists by the Appointing Authority; (2) accepted and classified by Civil Service; (3) require advanced knowledge in the field of work; (4) responsible for highly complex assignments; (5) the scope of responsibility is significant; and (6) the job function has considerable impact within the department. Typically, positions in this job do not supervise.

There are two classifications in this job.

Position Code Title - Toxicology Specialist 2

Toxicology Specialist 13

The employee functions as a second-level specialist or as an administrative assistant to a deputy bureau director, office director, major office director, division director, or unclassified equivalent.

Position Code Title - Toxicology Specialist 3

Toxicology Specialist 14

The employee functions as a third-level specialist or as an administrative assistant to a bureau director or unclassified equivalent.

NOTE: There are two professional specialist concepts:

Specialty Area: Functions administered by an agency to provide a product or service to the agency's constituency. Specialty areas must be of significant breadth, depth, complexity, and importance to the agency. Such positions are typically responsible for providing expert advice in the area of specialty to department management, outside entities, and/or the public; directing and conducting highly complex studies and analyses without technical direction; and developing and monitoring procedures, guidelines, and policies that are the foundation of the program or specialty area.

Appointing Authority designation as a specialist is required at all levels for positions assigned a specialty area. To determine if the specialist job exceeds the 13-level, the position must be evaluated by the Appointing Authority using the Professional Specialist Position Evaluation System factors to recommend the appropriate classification level.

Administrative Assistant: Professional positions that have as their predominant and essential function the responsibility to advise and assist a manager, administrator, or executive in all areas for which the official is responsible. Typically, the position does not have supervisory responsibility, but participates in a staff capacity in budget development, personnel matters, program planning, policy and procedure development, meetings on behalf of the supervisor, and other areas of the supervisor's responsibility.

Appointing Authority designation as the Administrative Assistant is required at all levels. Determination of classification levels for administrative assistant positions is based upon the duties assigned and the reporting relationship.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Administrative Assistant:

Advises and assists the official in all areas of responsibility.

Carries out special projects as assigned by the official.

Assists in program planning, policy, and procedural development.

Participates in budget development.

Represents the official at meetings.

Specialist:

Recommends and formulates procedures, policies, and guidelines for assigned programs.

Develops and implements program goals and plans.

Makes recommendations in areas of expertise for the program.

Acts as a liaison with other agencies, organizations, and employees to coordinate technical programs.

Plans and coordinates the training of staff.

Serves as a technical consultant and liaison with industry and governmental agencies.

Conducts special projects.

Works with scientific specialists in other state agencies to develop inter-departmental toxic substances policies and procedures, representing, in particular, his/her specialized toxic substance program.

Prepares the most highly technical scientific position or background documents to support toxic substances policies or procedures for his/her specialized toxic substances program.

Prepares technical sections of proposed toxic substances control legislation and regulation pertinent to his/her specialized toxic substances program.

Provides review and comment on technical sections of proposed toxic substance control legislation and regulation pertinent to other specialized toxic substances programs.

Serves as an expert witness in litigation involving the specialized toxic substance program.

Maintains technical contact with other experts in his/her specialized areas as well as other appropriate experts from the various scientific disciplines to assist in development of his/her specialized program.

Provides the highest level of toxicological expertise to a specialized toxic substance program area.

Provides technical expertise on chemical and biological properties of toxic substances.

Develops the most technical and difficult scientific documentation for criteria and rationale for evaluation of chemical substances for a specialized toxic substance program as well as development of criteria and rationale for the program as necessary.

Serves as the lead on the most difficult and highly complex technical toxicological issues for a specialized toxic substance program.

Conducts evaluations of the physical, chemical, and toxicological properties of chemical substances.

Assesses the hazards associated with chemical substances.

Plans, conducts and documents formal assessments of the risks associated with the use and manufacture of chemicals.

Develops criteria and rationale for assessing the hazard and risk of chemicals.

Identifies possible toxic substance components of discharges, emissions, and waste streams.

Reviews and evaluates test procedures to verify their adequacy for a given situation.

Reviews pesticide labels for possible environmental impacts.

Assists in interdisciplinary review of toxic substances problems, sites of contamination, etc. and develops strategies for problem correction and clean up.

Assists in the development of environmental monitoring programs for toxic substances.

Reviews industrial and municipal environmental permits for toxic substances concerns and develops emission and effluent limitations to protect the environment and human health.

Attends meetings and conferences on technical related topics and issues.

Compiles, analyzes, and interprets field and laboratory toxic substances, toxicological, biological and chemical data and reports conclusions.

Reviews scientific literature and remains abreast of technical developments.

Prepares periodic and/or special technical, scientific reports and articles.

Consults in toxic substances field studies and sampling.

Prepares information necessary for legal action against dischargers of toxic substances where environmental damage has or may occur.

Appears in hearings and court cases as an expert witness on the effects of toxic substances.

Makes specific recommendations for proper disposal of solid and hazardous wastes.

Maintains records, and prepares reports and correspondence related to the work.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: The degree of knowledge required is a function of job complexity, program or specialty scope, and impact which increases with the level of the position.

Administrative Assistant:

Knowledge of the principles and techniques of administrative management; including, organization, planning, staffing, training, budgeting and reporting.

Knowledge of fiscal planning, budgeting, and management.

Specialist:

Knowledge of the operational and technical problems involved in the administration of a specialized program.

Knowledge of the assigned program specialty.

Administrative Assistant and Specialist:

Knowledge of the general principles, practices, and procedures of toxicology.
Knowledge of the toxicological aspects of a specialized toxic substances program.
Knowledge of hazard assessment procedures.
Knowledge of risk assessment procedures and applications.
Knowledge of organizational structure and contacts.
Knowledge of methods of planning, developing and administering programs.
Knowledge of state and federal laws and legislative processes related to the work.
Knowledge of the need, preparation, and use of reports.
Knowledge of reporting methods and techniques.
Ability to utilize available scientific literature to obtain references and information of the physical, chemical and toxicological properties of chemical substances.
Ability to compile toxicological, biological and chemical data.
Ability to interpret toxicological data to determine the potential impact of toxic chemicals on the environment and human health.
Ability to plan, direct, and coordinate program and administrative activities of a complex, interrelated, and interdependent nature where unknowns and numerous contingency factors are involved.
Ability to formulate policies and procedures relevant to program areas based on information of a conceptual nature from varied and complex sources.
Ability to plan, coordinate, and expedite work projects.
Ability to interpret complex rules and regulations.
Ability to communicate with others verbally and in writing.

Working Conditions

Some jobs require an employee to some risk of sustaining illness and injury from the use of chemicals, high-pressure laboratory systems, biological materials, and exposure to disease, radiation, and toxic chemicals.

Physical Requirements

None

Education

Possession of a master's degree in toxicology.

Experience

Toxicology Specialist 13

Four years of professional experience equivalent to a Toxicologist, including two years equivalent to a Toxicologist P11 or one year equivalent to a Toxicologist 12.

Toxicology Specialist 14

Five years of professional experience equivalent to a Toxicologist, including three years of equivalent to a Toxicologist P11, two years equivalent to a Toxicologist 12, or one year equivalent to a Toxicology Specialist 13.

Alternate Education and Experience

Toxicology Specialist 13 - 14

Possession of a master's degree in a physical, biological, or environmental science with 10 semester (15 term) credits in toxicology, 14 semester (20 term) credits in chemistry (including inorganic, organic and biochemistry), and 24 semester (35 term) 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.

Special Requirements, Licenses, and Certifications

None

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

TOXICLSPL

Job Code Description

TOXICOLOGY SPECIALIST

Position Title

Toxicology Specialist 2

Toxicology Specialist 3

Position Code

TOXSPL2

TOXSPL3

Pay Schedule

H21-016

H21-018

SA

10/25/2015