

Washington Management Service (WMS) Position Description

For assistance completing this form, contact your WMS Coordinator.

Position Information		
Position Title: Site Assessment & Toxicology Section Manager	Position Number/Object Abbreviation: 71089833	
Incumbent's Name (If filled position):	Agency/Division/Unit: DOH/EPH/OEPHS	
Address Where Position Is Located: Tumwater, WA	Work Schedule: Part Time <input type="checkbox"/> Full Time <input checked="" type="checkbox"/>	Overtime Eligible: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Supervisor's Name and Title: Laura Johnson, Office Director	Supervisor's Phone: 360-236-3325	

Organizational Structure
Summarize the functions of the position's division/unit and how this position fits into the agency structure (attach an organizational chart).

The Site Assessment and Toxicology Section (SATS) carries out two major functional areas—site assessment and environmental toxicology. This section focuses on assessing the human health impacts of harmful chemicals and toxins in our environment. SATS develops guidance and makes recommendations to reduce exposures, which may include regulatory actions by other entities. The section engages with the community to ensure that the work is culturally effective, community-minded and with a pro-equity framework. The section works closely with the Center for Public Affairs Communication and Health Education teams. Funding from this section directly supports Health Education resources. These functions support the Department of Health's mission to protect and improve the health of people in Washington State and the mission of the Office of Environmental Public Health Sciences to assure environmental public health programs and policies are based in sound science.

SATS works closely with partners within the Department of Health as well as with partners outside the Department of health including local heal jurisdictions, other state agencies, federal partners, Tribes, community and consumer advocacy organizations and businesses. This is one of five Sections within the Office of Environmental Public Health Sciences, Division of Environmental Public Health, within the Washington State Department of Health.

Position Objective
Describe the position's main purpose, include what the position is required to accomplish and major outcomes produced. Summarize the scope of impact, responsibilities, and how the position supports/contributes to the mission of the organization.

This position reports to the Director of the Office of Environmental Public Health Sciences and under the administrative direction of the Director manages the Site Assessment and Toxicology Section, which focuses on:

1. Conducting health consultations, public health assessments, and exposure investigations as part of a cooperative agreement with the Agency for Toxic Substances and Disease Registry (ATSDR). SATS evaluates data about contaminants released into the environment, identifies possible health hazards, and makes recommendations to protect public health.
2. Developing and implementing Washington Choose Safe Places. WA Choose Safe Places is a non-regulatory, education-based statewide initiative designed to help early care and education (ECE) programs protect children and staff from harmful environmental substances by choosing safe locations or sites for their ECE center. WA Choose Safe Places ensures that ECE programs are in safe places so that children aren't exposed to dangerous chemicals during their care.
3. Evaluating potential health impacts from environmental contaminants in Washington state to prevent harmful exposures to toxic chemicals in the environment. SATS evaluates emerging issues, provides technical assessments, recommends values for protective standards, and issues public health advice. SATS works closely



with Department of Ecology to identify and take action against chemicals that pose the highest risks to human health and the environment and develop chemical action plans to reduce or eliminate the use of these chemicals.

4. Serving as science advisors to policymakers, provide information for the public on the web, and participate in community meetings. SATS work informs communities, residents, health professionals, state agencies, and policymakers at the state and federal levels.
5. Issuing advice about eating fish from specific waterbodies when chemicals found in certain fish species may harm your health. SATS evaluates data collected by other agencies, like the U.S. Environmental Protection Agency, Washington State Department of Ecology, and Washington Department of Fish and Wildlife to determine whether contaminants found in fish are harmful to health and makes recommendations based on this information.

This position provides supervision and leadership to ten staff. The manager expected to be effective at building, motivating, and coaching teams and have an equity and inclusion skillset that will help the agency implement its Equity, Diversity, and Inclusion transformation. The manager is also expected to be effective at budget allocations, ensuring performance expectations and measures are met, and continually evaluating results to improve program performance. The incumbent is expected to be effective at identifying resource needs, and identifying, obtaining and managing state and federal funding to support priority work where necessary.

The section manager has broad latitude and discretion in identifying priorities, developing strategies, and allocating resources. The incumbent is expected to work collaboratively on an ongoing basis with other agency programs, local, state, and Tribal entities to identify and respond to emerging issues. The manager strategically plans and implements activities to assess health impacts and reduce human exposures to an ever expanding number of harmful chemicals found in our environment, consumer products, and food.

Assigned Work Activities (Duties and Tasks)

Describe the duties and tasks, and underline the essential functions. Functions listed in this section are primary duties and are fundamental to why the position exists. For more guidance, see [Essential Functions Guide](#).

Duty: Manage the Site Assessment and Toxicology Section. This position has delegated responsibility and authority over administrative matters within the unit.

Tasks include:

- Participate on the Office Management Team.
- Support Office strategic planning and performance management activities.
- Support Office and division programs in identifying and preparing grant applications.
- Develop and implement tactical and strategic plans for the Section; track progress and assess performance. Work with internal and external stakeholders to identify priority and emerging issues and develop strategic plans and performance measures. Work with staff to develop annual work plans identifying priority activities and performance measures. Monitor work and strategic plans and measures on an ongoing basis. Continually evaluate outcomes to enhance program effectiveness and performance.
- Budget management. Identify Section resource needs; identify, obtain and manage additional state and federal grants to support priority work; provide resource needs and justifications in the biennial budget process; effectively manage budget allocations. Develop and support decision packages.
- Provide leadership and direction to staff. Recruit and retain qualified staff; develop succession plans. Implement agency policies and union agreements. Monitor content and quality of work as needed providing timely feedback. Provide an inclusive environment where staff have the opportunity to develop and excel. Recognize staff contributions. Effectively deal with performance and personnel issues. Make timely and responsible decisions. Continually apprise upper management of stakeholder interactions, concerns, and salient issues. Implement agency policies and union agreements.
- Represent the Section and Agency: Represent the Section and Agency as requested to local, state and federal agencies, tribes, industry, academia, media, State Board of Health and the legislature. Present information to the Environmental Public Health Leadership Team, and the Secretary or Governor's office regarding performance measures, policy recommendations or other issues.
- Ensure that the section addresses health equity concerns and incorporates community engagement.
- Support agency equity and social justice initiatives in both internal activities such as hiring, training opportunities, and facilitated discussions on equity and inclusion and in external activities by evaluating where and how agency resources are targeted to address health inequities using race and sex disaggregated data when possible.



Duty: Develop and Maintain the Site Assessment Program

Tasks include:

- Build and maintain excellent and collaborative working relationships with internal and external stakeholders in order to identify priorities, work collaboratively on contaminated sites, and positively impact state and national policies and practices. Provide exemplary customer service to all internal and external stakeholders including timely responses to requests for information.
- Strengthen relationships among the site assessment program elements to ensure sustainability and service cohesiveness. Consider quality improvement processes and how lean tools can improve efficiency.
- Build the site assessment program in such a way so that we are well positioned to take advantage of future opportunities to develop the program to better serve Washington.
- Provide direction and oversight of technical reports and communication materials.
- Act as Principal Investigator for the ATSDR's Partnership to Promote Local Efforts to Reduce Environmental Exposure cooperative agreement. Ensure health assessment and health consultations meet ATSDR's criteria, maintain accurate time accounting and cost recovery, complete quarterly and annual reports timely and accurately, ensure staff participate in regional and technical project team meetings as needed. Complete grant deliverables, implement, and secure continued funding for APPLETREE.
- Collaborate with local health jurisdictions, the Centers for Disease Control and Prevention ATSDR, Environmental Protection Agency, Department of Ecology, and Tribes among others, to carry out these activities.

Duty: Develop and Maintain the Environmental Toxicology Program

Tasks include:

- Build and maintain excellent and collaborative working relationships with internal and external stakeholders in order to identify priorities, work collaboratively on state and national toxicology issues, and positively impact state and national policies and practices. Provide exemplary customer service to all internal and external stakeholders including timely responses to requests for information.
- Maintain the Environmental Toxicology Program, including work to develop, issue, and update fish consumption advice and collaborative work with the Department of Ecology on Safer Products for Washington, Chemical Action Plans, and other properties.
- Maintain partnerships and collaborate with the Washington State Department of Ecology, Washington State Department of Agriculture, other state agencies and programs within the Department of Health, ATSDR, Environmental Protection Agency, local health jurisdictions, Tribes, and others to carry out these activities.

Accountability – Scope of Control and Influence

Provide examples of the resources and/or policies that are controlled and influenced.

Resources: The incumbent manages the Site Assessment and Toxicology Section, directly supervising six highly technical staff working on very diverse projects. In addition to directly supervising staff, this position manages an additional four staff reporting to one supervisor position. The Section is currently funded through a combination of a federal cooperative agreement (APPLETREE), federal grant (EPA), and state funds (MTCA that comes either directly to DOH or via an IAA with Ecology, and GFS), requiring a high degree of performance, accountability and budget management on the part of the manager. The Section manager is expected to manage these resources effectively, identifying and implementing strategic actions to reduce human exposures to harmful chemicals in the environment, consumer products, and food as well as at specific contaminated sites. The Section manager has broad latitude and discretion in identifying priorities, developing strategies and allocating resources. The annual budget allocation managed by this position is approximately \$1.2 million (without indirects).

Policy Influence: The incumbent is ultimately responsible for ensuring the quality, content and timeliness of Section documents including progress reports, standards development, health advisories and policy recommendations. These documents and recommendations are used to reduce human exposure to harmful chemicals in the environment. This is accomplished through outreach to impacted populations and by impacting regulatory actions and policy decisions. Policy examples include providing documentation and testimony to the state legislature; partnering with local health jurisdictions and external partners; collaborating with Ecology to develop Chemical Action Plans, recommend priority chemicals and bans through Safer Products for Washington, issuing fish consumption advice, and conducting health



assessments. For example, Chemical Actions plans are used by the legislature to prioritize the nature and content of proposed legislation impacting the use of certain chemicals or chemical groups within the state of Washington.

Describe the scope of accountability.

This position is directly accountable for directing and controlling programmatic services and for results of the Site Assessment and Toxicology Section. The Section is funded through a combination of a federal cooperative agreement (APPLETREE), federal grant (EPA), and state funds (MTCA, IAA with Ecology, and GFS). Within this program, 10 highly technical staff work with local, state, federal and tribal agencies on a variety of very diverse projects and activities focused on reducing human exposures to harmful chemicals in the environment, consumer products, and food as well as at specific contaminated sites. It requires a high degree of performance, accountability and budget management on the part of the Section manager. Additionally, this position is ultimately responsible for ensuring the quality and content of cooperative agreement and interagency agreement deliverables, Section documents, reports, and standards that are used by local, state, federal and tribal entities to determine the health status and health threats to people in Washington State from harmful chemicals. Other agencies and the legislature also use Section reports to set policy through rule or legislation.

Describe the potential impact of error or consequence of error (impacts unit, division, agency, state).

Failing to fulfill program results could result in the harmful effects of chemicals not being identified or the risks properly accounted for, loss of confidence from the legislature and public, and acute and chronic adverse health implications. Section grant deliverables, reports, advisories, and standards must be accurate, credible and scientifically defensible. Errors or omission could be very costly to industry or local, state, or federal agencies in terms of resource allocations and costly to the public in terms of chronic adverse health implications.

Financial Dimensions

Describe the type and annual amount of all monies that the position directly controls. Identify other revenue sources managed by the position and what type of influence/impact it has over those sources.

Operating budget controlled.

- The annual budget allocation managed by this position is comprised of a combination of a federal cooperative agreement (APPLETREE), federal grants (EPA) and state funds (GFS, IAA with Ecology, and MTCA). Managing the multiple funding sources for this Section requires a high degree of performance, accountability and budget management.
- The incumbent is also expected to identify, obtain and manage additional state and federal grants to support priority work and emerging issues.

Other financial influences/impacts.

- May include oversight of contracts with Local Health Jurisdictions.

Supervisory Responsibilities

Supervisory Position: Yes No

If **yes**, list total full time equivalents (FTE's) managed and highest position title.

10 FTEs (includes ten full time staff), includes Toxicologist 3.

Decision Making and Policy Impact

Explain the position's policy impact (applying, developing or determining how the agency will implement).

The Site Assessment and Toxicology Section is comprised of federal cooperative agreement (APPLETREE), federal grant (EPA), and state funds (MTCA, IAA with Ecology, and GFS). Within this program, 10 highly technical staff work with local, state, federal and tribal agencies on a variety of very diverse projects and activities focused on reducing



human exposures to harmful chemicals in the environment, consumer products, and food as well as at specific contaminated sites.

The resulting documents, technical reports, standards, advisories, and recommended actions reduce exposures are used by a wide variety of partners and stakeholders including other DOH programs, locals, state and federal agencies and Tribes, communities, and the legislature. They are used to determine cleanup activities needed, actions necessary to reduce human exposures, influence the content of related legislation and rulemaking including banning certain chemicals, products, or practices. This position requires a high degree of performance, accountability and budget management on the part of the Section manager.

Is the position responsible for making significant recommendations due to expertise or knowledge? If yes, provide examples of the types of recommendations made and to whom.

Yes. The incumbent needs a strong scientific background including knowledge and experience in carrying out environmental public health. The Section Manager leads technical staff in the agency to establish public health priorities, develop advice, recommendations and standards, and works with local, state and federal agencies to improve protection of people's health. Also, recommendations made to the legislature, EPA, CDC, APPLETREE, ECY, WDFW, partner agencies, and local health can significantly influence on increased health protection for the people of Washington State.

Explain the major decision-making responsibilities this position has full authority to make.

Recruits and supervises staff; conducts strategic and work planning; leads and directs staff; identifies resource needs based on priority work and emerging issues and seeks additional grants as needed; manages budget allocations; addresses personnel issues; determines stakeholder interactions (type and frequency); identifies emerging issues; ultimately responsible for the quality, content and timeliness of documents and recommendations prepared by the Section.

Describe whether decisions are of a tactical or strategic nature and how decisions are made. For example, is there known precedent, is it somewhat unfamiliar, or unknown and unexplored?

Decisions made are both tactical and strategic. The day to day program management and supervision decisions ensure priority work is accomplished are mainly tactical.

The work in this section is also highly strategic in nature. Developing relationships and building influence is necessary to improve state policy, understand and, to an extent, influence federal policy, and to influence policy around harmful chemicals. With limited resources to address the issue, the position must also understand and be able to identify vulnerable populations through an understanding of peer reviewed science, census, and state data sources. Navigating the complex funding environment for this program will require strategic vision and collaboration. The incumbent will need to navigate the Foundational Public Health Services Steering Committee process, state legislative process, and work collaboratively with other state agency and federal agencies.

Much of the work in toxic chemicals is unprecedented and of a strategic nature. Examples of strategic decisions include working on legislation to ban flame retardants, working with other agencies to determine cleanup levels, creating new standards through State Action Levels for per- and polyfluoroalkyl substances in drinking water, assessing toxic chemicals in fish and issuing fish consumption advisories, developing Chemical Action Plans as a long-term strategy to remove persistent, bioaccumulative toxic chemicals from the environment, and identifying safer alternatives to harmful chemicals in consumer and household products.

What are the risks or consequences of the recommendations or decisions?

Risks and consequences are high. Failure to effectively prevent and address exposure to known and emerging harmful chemicals in the environment can have a profound effect on human health, both short and long-term. Failure to make reasonable recommendations considering both the health risks and costs can significantly impact families, costs to industry, costs to agencies, and whether a project is even undertaken or not. Failure to work collaboratively with partners and stakeholders increases resource expenditures for the agency and partners due to gaps and duplication of efforts. Failures in program management and leadership exacerbate existing health disparities and can lead to new disparities.



Qualifications – Knowledge, Skills, and Abilities

List the education, experience, licenses, certifications, and competencies.

Required Education, Experience, and Competencies.

Education: Master's degree in toxicology, natural science, health, or related field. Relevant experience may be substituted for a degree year by year.

Experience:

5 years of experience working for local, state, federal or tribal agencies or firms determining the potential for adverse health impacts of exposures to pathogens or chemicals in the environment and identifying ways to reduce or prevent harm.

OR 5 years of experience analyzing scientific data and/or policies for public health impact or environmental impact.

AND 3 years of experience leading teams or successfully managing large, multifaceted projects, including at least two years of supervisory experience.

AND 2 years of experience working with diverse communities, assessing equity impacts, or conducting community engagement.

Competencies:

Key competencies required include (1) accountability, (2) analysis, (3) planning, (4) communication, (5) cultural humility, (6) interpersonal skills, (7) leadership, (8) organizational relationships, and (9) strategic/financial/project planning.

Preferred/Desired Education, Experience, and Competencies.

Experience conducting or summarizing research and writing or evaluating comprehensive reports which make scientifically defensible recommendations.

Experience with grant writing and serving as principal investigator for a grant.

Knowledge of Washington State legislative and budget process, experience responding to legislative inquiries and developing decision packages.

Extensive knowledge of public and environmental health principles. Knowledge of management principles.

Strong written and verbal communication skills including facilitation, negotiation and meeting management.

Demonstrated experience developing strong working relationships within and outside organizations.

Special Requirements/Conditions of Employment

List special requirements or conditions of employment beyond the qualifications above.

Willingness to work outside of core scheduled hours or in excess of 40 hours of week, including evenings, weekends, and holidays in order to meet program needs and critical deadlines.

Working Conditions

Work Setting, including hazards:

Must be willing and able to work in a smoke-free, drug-free, alcohol-free, fragrance-free environment (campus)

Willing and able to work with and manage multiple priorities and competing deadlines in a frequently stressful environment.

Willing and able to work indoors, at a desk the majority of an 8 hour work day, in an open office environment with possible conversation and other noise distractions.

Willing and able to work in a stationary location for extended periods of time.

Schedule (i.e., hours and days):

Willing and able to work 8:00 am to 5:00 pm, Monday through Friday and flex work schedules as needed, including evenings and weekends, to conduct priority



	activities or meet deadlines. Alternative work schedules may be considered upon request from the incumbent and approval of the supervisor.
Travel Requirements:	Willing and able to legally operate a state or privately owned vehicle, OR provide alternative transportation. Willing and able to occasionally travel within and outside of Washington State which may include evenings, weekends and holidays. May need to attend community forums and other meetings in the evening. Some travel around state to participate in meetings, conferences and forums will be required and willingness to drive long distance is important.
Tools and Equipment:	Standard office automation equipment. Computer, multi-line phone, and multi-function printer.
Customer Relations:	Will regularly interact with internal and external customers. Must demonstrate an ability to work effectively with diverse communities in a culturally and linguistically appropriate and respectful manner.
Other:	Represent the agency in a competent, confident, and professional manner. Must be willing to work independently and show initiative; also must be willing to work as team and assist others.

Acknowledgement of Position Description

The signatures below indicate that the job duties as defined above are an accurate reflection of the work performed by this position.

Date: 3/18/22	Supervisor's Signature (required): /s/ Laura Johnson
Date: 4/5/2022	Appointing Authority's Name and Title: Debbie Ruggles for Courtney Dutra, Deputy Assistant Secretary EPH Signature (required): /s/Debbie Ruggles
As the incumbent in this position, I have received a copy of this position description.	
Date:	Employee's Signature:

Position details and related actions taken by Human Resources will be reflected on the Position Evaluation Summary form.

