Department of Toxic Substances Control
Position Duty Statement

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<th>Classification Title</th>
<th>Department</th>
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<tr>
<td>Staff Services Manager I</td>
<td>Toxic Substances Control (DTSC)</td>
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<tr>
<th>Working Title</th>
<th>Office/Unit/Section/Geographic Location</th>
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<tr>
<td>Staff Services Manager I (Specialist)</td>
<td>Site Mitigation/Community Protection and Environmental Response Division (CPERD)/Contracts Development Unit/Sacramento</td>
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<tr>
<th>Position Number</th>
<th>Effective Date</th>
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<td>810-501-4800-401</td>
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General Statement: Under the general direction of the Supervising Hazardous Substance Engineer I (Sup HSE I), Chief of the Contract Development Unit, Investigations and Cleanup Actions Branch, the Staff Services Manager I (SSM I) (Specialist) serves as the subject-matter expert in the development of contracts for Community Protection and Environmental Response Division. The SSM I (Specialist) will independently provide consultation and guidance on the development and implementation of contracts in excess of $10 million for the sampling and cleanup of sensitive land-use properties contaminated by hazardous waste including scopes of work, cost estimates, and schedules. Specific duties include but are not limited to: negotiates site-specific contacts; serves as liaison between the Budget Unit and Contract Administration Unit; procures state contractors to perform field activities related to the cleanup of vulnerable communities including the development of cost estimates and tasks to be conducted.

A. Specific Activities: Essential (E)/Marginal (M) Functions:

40% (E) Cleanup Contract Development
Works closely with the Contract Development Unit Chief and/or designated staff to procure state contractors to perform field activities related to the cleanup of vulnerable communities including the development of cost estimates and tasks to be conducted. Develops and implements contracts in excess of $10 million for the sampling and cleanup of sensitive land-use properties contaminated by hazardous waste. Negotiates site-specific contracts and finalizes documentation. Serves as the subject matter expert to staff on the development and review of contracts including scopes of work, cost estimates, and schedules. Interfaces and coordinates with staff in the Budget Unit and the Contract Administration Unit, and ensures work complies with DTSC, Department of General Services, and all state and federal contracting requirements, as applicable. Ensures consistency with DTSC’s contracting laws, policies, and procedures. Ensures contract documents are consistent with DTSC approved sampling and remediation workplans, and federal and state standards with primary focus on the sampling and remediation of contaminated soil from Statewide sensitive land-use properties.

25% (E) Document Control
Serves as the subject matter expert for administrative and technical staff on collecting, tracking, and filing of property-specific sampling or cleanup documents. Participates in regulatory decision-making, and communication with responsible parties, project proponents, external agencies, and the public. Ensures proper management of all documentation used for preparation of contracts and subsequent amendments, and coordinates with other Units within the Division as needed. Participates in project meetings related to project specific issues, negotiations with responsible parties and/or project proponents, and settlement meetings.

20% (E) Research and Analysis
Researches internal and external facility and site records, and prepares summary reports documenting instances of uncontrolled release of hazardous materials. Identifies responsible parties and drafts or coordinates preparation of Corrective Action Order/Agreements, Unilateral Orders, Voluntary Cleanup Agreements, Operation and Maintenance Agreements, Consultative Agreements, Land Use Covenants, and cost recovery actions. Provides assistance for legal proceedings and participates in negotiations and litigation, as necessary. Analyzes cost estimates
based on information provided by Contract Management Units. Performs cost benefit analysis and makes recommendations during contracts development.

5%  (E) Representative
Represents DTSC before federal, state and local agencies, elected officials, communities, and stakeholders. Establishes and maintains liaison with the Department of General Services and, when beneficial to the project, other agencies that manage similar large contracts, e.g., Caltrans, California High-Speed Rail Authority, and CalRecycle. Serves as technical spokesperson and represents DTSC at meetings with federal, state and local agencies, public officials, and the public, dealing with the various aspects of hazardous substances management as it relates to environmental investigation and cleanup process and/or site-specific projects.

5%  (E) Administrative Duties
Performs administrative duties including, but not limited to: adherence to DTSC policies, rules and procedures; prepares and submits administrative requests including leave, overtime travel and training in a timely and appropriate manner; accurately reports time in the Daily Log system; and submits accurate timesheets for approvals by the due date.

5%  (M) Other Related Duties
Other related duties include, but are not limited to: provides additional research, administrative, and training assistance as it relates to meeting Community Protection and Environmental Response Division and contract development commitments; distribution of electronic and paper memos and reports; coordination of program and office meetings; and other temporary assignments as necessary.

B. Supervision Received
The incumbent is under the general direction of the Unit Chief; however, direction and assignments may also come from the Branch Chiefs, Assistant Deputy Director, and/or SMRP Deputy Director.

C. Supervision Exercised
None

D. Administrative Responsibility
None

E. Personal Contacts
This position will have daily contact with DTSC staff, external state and federal agencies, local government representatives, and the public both in person, telephone/email, and video conference.

F. Actions and Consequences
Failure to effectively perform the duties of the position could result in not meeting executive and branch deadlines, resulting in potential negative fiscal and public relations impacts, and potential risk to the public health and the environment.

G. Functional Requirements
Works in multi-story building, in a cubicle office setting using a variety of office equipment, e.g., computers, telephones, copiers, etc., with artificial light and temperature control, and attends meetings in similar settings. Occasional overtime may be necessary in order to meet assignment deadlines. The work typically requires sitting for prolonged periods while reading, writing, typing, and participating in meetings. The position requires bending and stooping. Individually able to transport up to 10 pounds. May also work remotely.

H. Other Information
Incumbent must be highly proficient with: Microsoft Office Suite programs, i.e., Excel (including accounting/finance functions, data analysis, and graphing), PowerPoint, Word, MS Project; proficient in MS Access, including setting up databases and data management; and proficient in data management with the ability to learn new information technology systems to support financial and administrative management of
the development of CPERD contracts. Must have the ability to: research, analyze, and interpret data to assist the Unit Chief and staff in project tracking and reporting; strong writing and editing skills, and the ability to present ideas, develop solutions, and effectively communicate information verbally, graphically and in writing; develop and maintain collaborative working relationships with management, staff and clients; and to complete assigned work, review for accuracy and maintain confidential data.

The incumbent should be proficient in procurement, contracts, negotiating, accounting principles, auditing principles, and administrative, and budgetary processes. Assigned work should be completed accurately and within the required deadlines. The incumbent should be adept at comprehending practices and principles regarding SMRP activities. Assignments involve working with sensitive and confidential information and often with little lead time and a short-turnaround time.

I. DTSC’s Equity Statement
The Department of Toxic Substances Control (DTSC) values diversity, equity, and inclusion throughout the organization. We foster an environment where employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. We believe the diversity of our employees is essential to inspiring innovative solutions. Together we further our mission to protect California's people and environment from harmful effects of toxic substances by restoring contaminated resources, enforcing hazardous waste laws, reducing hazardous waste generation, and encouraging the manufacture of chemically safer products.

I have read and understand the duties listed above, and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with your supervisor.)

Employee Signature __________________________ Date ________________

Printed Name ________________________________

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature __________________________ Date ________________

Printed Name ________________________________

Approval Date: 11/18/2021