

Department of Toxic Substances Control
Position Duty Statement



Classification Title	Department
Associate Governmental Program Analyst	Department of Toxic Substances Control (DTSC)
Working Title	Office/Unit/Section/Geographic Location
Legislative and Regulatory Liaison	Office of Legislation and Regulatory Review/Sacramento
Position Number	Effective Date
810-230-5393-002	

General Statement: Under the direction of the Senior Environmental Scientist (Supervisory), the Associate Governmental Program Analyst (AGPA) is responsible for providing support to the Office of Legislation and Regulatory Review through working with subject matter experts from DTSC’s various programs to craft thoughtful and persuasive bill analyses that assist the Director, Agency, and the Governor in making key policy decisions. The AGPA will support the Office of Legislation and Regulatory Review in coordinating all state and federal legislative actions and communication for the Department. The incumbent will also respond to requests for information from the Legislature and various stakeholders, and develop communicative documents produced by the Office of Legislation.

The AGPA will utilize their analytical skills, knowledge and experience to develop policy recommendations within the regulation, legislative and budget processes and will support the Department’s strategies to ensure adoption of needed regulations and to pass or defeat pertinent bills. Specific duties include, but are not limited to:

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

30% (E) **Bill analysis:** Independently, and as a team lead, reviews, analyzes and monitors state legislation affecting California’s hazardous waste management, site remediation, enforcement, and safer consumer products programs. Works with appropriate departmental divisions and programs to establish teams to prepare analyses and communicate the Department’s recommended position on legislation, which reflects administrative, programmatic, legal and budgetary concerns. Prepares amendments to legislation by working with the legal office and program staff and performing independent investigation and relevant research. Develops and refines Department-sponsored legislative proposals and supporting documents and develop strategies to advocate for the passage of those proposals.

20% (E) **Legislative liaison:** Works with executive staff, legislative staff, and interest groups on development of strategies to pass or defeat bills described above. Prepares author and committee statements for Department-sponsored legislation, negotiating bill amendments, and prepares Department testimony for the Legislative Director. In performing these functions, the incumbent will Meets with legislative staff, committee consultants, lobbyists, and other state departments and agencies.

20% (E) **Regulatory liaison:** Assists departmental divisions and programs in developing regulations that establish requirements and standards for regulated businesses or product manufacturers. Reviews rulemaking documents prepared by program staff to verify the documents meet DTSC content standards, conformance with Administrative Procedures Act requirements and Department of Finance policies and procedures. Assists in the preparation and compilation of rulemaking packages for submittal to the Office of Administrative Law which include but are not limited to: Initial and Final Statement of Reasons, Regulation Text, Response to Comments, Public Notices, Plain Language Fact Sheets, Fiscal and Economic Impact Assessments, and supporting documents that adequately support and explain the impacts of the proposed regulations.

- 10% (E) **Technical assistance:** Receives and responds to constituent inquiries from legislators and their staff by email, telephone or written correspondence. Identifies emerging or sensitive issues affecting the Department that may result in legislation and assists the Assistant Legislative Director and Legislative Director in developing appropriate responses.
- 5% (E) **Training:** Participates in the development and delivery of training and provides consultative advice to Department staff to aide in their understanding of the legislative and regulation adoption processes, including the anatomy of a bill or rulemaking package, the content and format of a bill analysis and rulemaking package, and the timing and method of the Department's interaction with the Legislature and the Office of Administrative Law in the legislative and rulemaking processes.
- 5% (E) **Administrative Duties:** Performs administrative duties including, but not limited to: adheres to Department policies, rules, and procedures; 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 timesheets by the due date.
- 5% (M) **Legislative reports:** Annually develops reports and reference documents to communicate legislative activities and changes to the Department's authorities and statutes.
- 5% (M) **Other duties as assigned:** Performs additional duties that are necessary to support and sustain office functions. This may include special projects, cross-training and peer mentoring to ensure adequate coverage in the event that a team member is absent, so that crucial deadlines will be met.

B. Supervision Received

The Associate Governmental Program Analyst (AGPA) reports directly to and receives the majority of assignments from the Senior Environmental Scientist (Supervisory), however, direction and assignments may also come from the Legislative Director and/or the Director or Chief Deputy Director.

C. Supervision Exercised

None.

D. Administrative Responsibility

The incumbent works with their team to ensure timely and accurate analysis of legislation in order to inform Department and Administration leadership of the implications for hazardous waste regulations that are administered and enforced by DTSC.

E. Personal Contacts

The incumbent will have extensive interactions outside of the Office of Legislation and Regulatory Review, including working on rulemaking packages and bill analysis teams with liaisons from DTSC's various programs (Administrative Services/Budgets, Communications, Office of Environmental Equity, Office of Legal Counsel, Hazardous Waste Management Program, Site Mitigation and Remediation Program, and Safer Consumer Products programs). The incumbent will build contacts through working with executive staff, legislative staff, and interest groups on the development of legislative strategies. The AGPA will also meet with legislative staff, committee consultants, lobbyists, and other departments and agencies, while often receiving constituent complaints and/or inquiries from legislators and their staff members. These outside contacts are especially sensitive, and the incumbent must exercise tact, professionalism, and excellent judgment in discussing political issues and maintaining the confidentiality of DTSC's positions on bills and other issues.

F. Actions and Consequences

If the incumbent does not exercise excellent judgment in handling sensitive and confidential assignments, Department strategies to pass or defeat key bills may be compromised. If the incumbent does not manage time effectively and complete staff work that is factual, reliable, and timely, the Department may miss opportunities to positively impact changes in environmental policy. It is important that the Department provide thoughtful, analytical, and thorough input on legislative bills to communicate any concerns. If these concerns are not communicated, bills could have unintended consequences that result in harm to human health and the environment.

G. Functional Requirements

The incumbent works 40 hours a week in a high-rise building, sitting most of the time under fluorescent lighting with sufficient temperature control. The incumbent is expected to dress professionally (business casual to more formal as needed for potential meetings with executive or legislative). The incumbent must be able to be flexible with their time and work extended hours occasionally, when necessary to meet deadlines.

H. Other Information

The Legislative Analyst must have strong analytical skills, as well as the ability to communicate effectively both verbally and in writing. The incumbent must be able to manage time effectively, prioritize tasks, and adapt quickly to changing priorities and deadlines. The incumbent must be able to gain and maintain the confidence and cooperation of others and work in a team environment. The Legislative Analyst must have working knowledge of the legislative, budget and regulation adoption processes and should have legislative hands-on working experience and/or course experience. The incumbent must foster working relationships with the California Legislature, the Governor's Office, other state agencies, and other organizations that interact with the Department. The incumbent must have the ability to use computer programs such as MS Office, Word, Outlook, PowerPoint, Excel, Teams and Adobe Acrobat.

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 the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Health & Safety analyst).

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

Approved: 05/23/2022