



Classification Title	Department
Senior Environmental Scientist (Supervisory)	TOXIC SUBSTANCES CONTROL
Working Title	Office/Unit/Section/Geographic Location
Senior Environmental Scientist (Supervisory)	Hazardous Waste Management Program/Enforcement and Emergency Response Divisions/Berkeley CUPA Support Branch/Berkeley 1 Regional Office
Position Number	Effective Date
810-912-0764-004	

The Enforcement and Emergency Response Division (EERD) is responsible for conducting inspections, investigations and enforcement activities related to hazardous waste management, and providing technical and enforcement support to federal, state, local agencies, and the regulated community involved with these activities.

Under the direction of an Environmental Program Manager I (Supervisory) in the EERD, the Senior Environmental Scientist (Supervisory) serves as a first-line supervisor to staff in the Certified Unified Program (CUPA) Training and Assistance Unit and will ensure that all staff in the CUPA Support Branch have the support, expertise, resources, and training to make appropriate decisions in an effective and efficient manner. Specific duties include, but are not limited to, the following:

A. Specific Activities:

35% (E) Unified Program Support and Oversight

Directs the work of the CUPA Training and Assistance Unit to ensure effective training and assistance is provided to the CUPAs and to the CUPA Support Branch personnel; develops training strategies and workplans in collaboration with CUPAs and DTSC staff; develops, reviews and implements trainings to the CUPA, DTSC staff and industry; establishes and maintains working relationships with other agencies in the Unified Program; coordinates the work and provides updates on the status of the CUPA Training and Assistance Unit; implements a strategic plan and tracks performance measures; participates in agency level Unified Program administrative and policy workgroups; provides program development, technical assistance and support in the areas of hazardous waste management and tiered permitting; establishes and maintains working relationships with other local and State agencies involved in the Unified Program; provides training and technical services to CUPAs and industry at forums, meetings, and annual conferences; and provides regulatory assistance to the public and private sector concerning the Unified Program and hazardous waste regulations and statutes.

15% (E) Program and Personnel Management

Ensures the working environment and conditions of staff are in accordance with DTSC's policies and procedures and takes immediate action to rectify situations when necessary; compliance with Equal Employment Opportunity Program policies, procedures, laws and regulations; and staff compliance with the health and safety requirements before they can perform field activities; develops and tracks Annual Work Plan (AWP) project milestones for unit staff; develops and periodically updates staff duty statements; ensures staff timesheets and daily logs are accurately completed and submitted in a timely manner; plans, organizes, directs, and provides managerial review of the work performed by staff; provides regular and timely written performance appraisals and probationary reports to staff; counsels staff and initiates disciplinary actions as necessary; recruits, hires, trains, develops, and provides leadership to staff; ensures equal opportunity in hiring, employee development and promotion; complies with state and federal laws, rules, regulations, bargaining unit contracts and policies in all personnel practices, including, but not limited to: hiring, employee development, and management. Identifies appropriate long-range plans and goals to address succession planning and knowledge transfer; identifies staff resource needs including equipment, tools and training; works with the Environmental Program Manager I (Supervisory) to obtain the resources and operates within allotted

budget constraints; accompanies staff on-site inspections and provides guidance of field work related to CUPA evaluations, inspections and complaint investigations.

15% (E) Enforcement Related Activities Management

Conducts settlement negotiations of enforcement cases and, when necessary, represents DTSC in the pursuit of administrative, civil, and criminal enforcement actions. Works with staff to prepare penalty matrices and rationale for evaluation and ultimately for enforcement referral to DTSC's Office of Legal Counsel, the Office of the Attorney General, or the local City and/or County District Attorney. Coordinates case development with prosecuting attorneys and related agency staff. Testifies in court as a percipient or expert witness. Prepares and processes consent orders for settling administrative enforcement actions. Prepares final legal enforcement referrals and administrative orders for violations of state statutes, regulations, and permit requirements.

15 (E) Inspection and Investigation Management

Plans, organizes, schedules, directs and evaluates the work of staff that perform inspection and enforcement related work, including but not limited to: Inspections of hazardous waste generators, transporters, electronic waste handlers, electronic waste recycling facilities, metal shredder facilities, metal recycler facilities, handlers of certain products with hazardous materials, mercury thermostat collection facilities and treatment, storage, and disposal facilities to determine compliance with hazardous waste control laws and regulations; investigates complaints of alleged illegal hazardous waste activities; coordinates and conducts joint and/or multi-media inspections with federal and other state and local agencies; prepares and reviews written inspection reports, summaries of violations, administrative enforcement orders, affidavits for obtaining inspection or search warrants and statements of facts with detailed descriptions of defendants' alleged violations for enforcement referral to DTSC's Office of Legal Counsel, the Office of the Attorney General, or the local City and/or County District Attorney staff; reviews and evaluates draft hazardous waste facility permits, operation plans and proposed permit modifications to ensure the documents are complete, technically sound, enforceable with hazardous waste laws and regulations, and are written in a clear, concise style; maintains and reviews project files for inspection and enforcement projects to allow for appropriate public access while maintaining required confidentiality; inputs inspection, investigation, and enforcement information into the EnviroStor Inspection, Complaint and Enforcement database as it occurs in a timely fashion, and completes other program data and reporting requirements necessary for program implementation and management. Ensures that results of staff inspections, complaint investigations, and enforcement actions are entered into the EnviroStor database accurately and in a timely fashion.

5% (E) Performance Measures and Evaluations

Develops and maintains work plans, schedules, commitments, and monitors program activities, in conjunction with the Environmental Program Manager I, to ensure that program performance goals, performance measures, and schedules are met. Works with staff to develop project schedules and milestones for assigned projects; meets with staff to review the progress of assigned work; provides regulatory and policy direction to staff on enforcement cases; and assists in the resolution of technical issues impeding work progress, when necessary. Oversees work assignments to assure quality and timeliness. Meets regularly with staff to ensure project commitments are met. Informs staff of new and existing program policies and procedures.

Counsels and consults with staff on job performance to establish clear performance goals and guidelines to meet the objectives of the unit. Establishes performance criteria for project staff, monitors staff progress towards meeting these criteria, and evaluates performance of staff. Plans training and professional development of staff to ensure that staff are properly trained.

5% (E) Administrative Duties

Performs administrative duties including, but not limited to: adheres to Department policies, rules, and procedures; ensures compliance with appropriate bargaining unit contract; 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) Regulatory Assistance

Directs, reviews, and provides feedback to staff who provide regulatory assistance to facilities regulated under state and federal hazardous waste laws and regulations and supervises the preparation of responses to the most complex inquiries from the public, industry and the legislature about current hazardous waste management regulatory issues and the implementation of the Unified Program. Participates in DTSC workgroups developing regulatory packages that are technically sound and prepared in a clear, concise style. Directs, reviews, and provides feedback to staff that review and comment on regulatory packages, participates in public hearings on proposed regulations and reviews and responds to public comments generated from public hearings.

5% (M) Other Related Duties

Other related duties include but are not limited to: Reviews and comments on departmental guidance, policies and procedures. Reviews weekly highlights and other EERD reporting requirements to ensure they are prepared and submitted in a timely manner. Coordinates with other unit supervisors throughout the branch and program to develop and maintain consistent policies, procedures, and specifications; interagency workgroup and/or team participation, participation in public meetings, policy development, training, recruitment, and special projects related to the branch. Attends job-related departmental meetings. Attends job-related training as needed.

B. Supervision Received

The Senior Environmental Scientist (Supervisory) reports directly and receives the majority of the assignments from the Environmental Program Manager I (Supervisory) in the EERD Berkeley CUPA Support Branch. Direction and assignments may also come from the Division Chief of EERD and the Deputy Director of the Hazardous Waste Management Program.

C. Supervision Exercised

The Senior Environmental Scientist (Supervisory) has full management and supervisory responsibility of staff including, but not limited to, Environmental Scientists and Senior Environmental Scientists (Specialist).

D. Administrative Responsibilities for Supervisors and Managers

The Senior Environmental Scientist (Supervisory) performs the full range of supervisory and management duties, including, but not limited to: interprets and adheres to state and federal laws, rules, regulations, bargaining unit contracts and policies in all personnel practices; provides direction and guidance regarding work assignments and daily work activities to ensure timely completion of assignments; reviews work and evaluates performance of staff by providing regular feedback and completing timely probationary reports, annual performance appraisals, and individual development plans to ensure staff meet performance expectations; monitors employee performance and, if necessary, utilizes progressive discipline principles and procedures; completes personnel documentation and utilizes competitive hiring process; approves or denies administrative requests including leave, overtime, travel, and training.

E. Personal Contacts

The Senior Environmental Scientist (Supervisory) has regular contact with DTSC management, the Office of Policy, the Office of Legal Counsel, the Environmental Chemistry Lab, Office of the Attorney General, other state agencies, local and federal agencies, external DTSC stakeholders, businesses, and other entities as required.

The Senior Environmental Scientist (Supervisory) must maintain an unbiased and professional demeanor when working with the regulated community. Interactions with program staff involve technical issues, attorney-client privilege discussions on enforcement cases with the Office of Legal Counsel and the Attorney General's Office, inspection coordination or information gathering with other state agencies and local and federal governments, and information dissemination to external stakeholders and businesses.

F. Actions and Consequences

Failure to effectively perform the duties of this position will adversely affect the effectiveness of the delegation of core work in EERD.

G. Functional Requirements

The Senior Environmental Scientist (Supervisory) works inside a building, in close proximity with other employees and typical office equipment including, but not limited to, computers, telecommunications equipment, photocopiers, and fax machines. The Senior Environmental Scientist (Supervisory) is in frequent contact with internal and external stakeholders in person and via telephone, videoconferencing, and electronic mail.

The Senior Environmental Scientist (Supervisory) completes and maintains Hazardous Waste Operations and Emergency Response (HAZWOPER) certification to perform hazardous waste field work, which includes the initial 40-hour HAZWOPER required training, annual 8-hour HAZWOPER refresher classes and Supervisor HAZWOPER. The Senior Environmental Scientist (Supervisory) wears personal protective equipment including a self-contained breathing apparatus and/or an air purifying respirator and is able to wear equipment weighing as much as 30 pounds. The Senior Environmental Scientist (Supervisory) maintains compliance with all the Health and Safety field work certification.

The Senior Environmental Scientist (Supervisory) may travel on short notice, overnight and for multiple days. Enrollment in the DMV Pull Program and a valid California Driver's License are required. Driving to sites and off-site meetings is required. If travel is required, it will be by State owned vehicle or a commercial carrier or vehicle, whichever method is in the best interest of the State. The Senior Environmental Scientist (Supervisory) may be required to work in situations which have the potential for exposure to hazardous substances and/or hazardous waste. The Senior Environmental Scientist (Supervisory) may be required to conduct field work in rough and uneven terrain.

H. Other Information

The Senior Environmental Scientist (Supervisory) should possess excellent leadership, supervisory, written and verbal communication skills in order to effectively communicate information, direct and coordinate with staff at all levels both within and outside of DTSC, establish cooperative working relationships and successfully enable the department's strategic objectives.

The Senior Environmental Scientist (Supervisory) must act with a high degree of independence in day-to-day functions. The Senior Environmental Scientist (Supervisory) must identify and respond to current and future customer needs, provide excellent customer service, be skilled in conflict management and in dealing with difficult people, have independence of judgment, and maintain confidentiality.

The Senior Environmental Scientist (Supervisory) should be familiar with common computer software, have the ability to manage and utilize electronic data, and the ability to be flexible and objective.

The Senior Environmental Scientist (Supervisory) should have knowledge of the Hazardous Waste Control Laws and regulations; EERD policies and procedures; principles of effective supervision, staff development, performance evaluation, program management, and personnel administration, including a supervisor's role in the Equal Employment Opportunity Program; methods and techniques of effective leadership, strategic planning development, implementation, and evaluation, including performance measurement; change management; California's legislative, budget, and general administrative processes; DTSC's major program areas and evolving mission; major hazardous substances used in California industries, hazardous waste stream characteristics (including current and future management options), pollution prevention, and emerging health issues; hazardous waste treatment and disposal methods, resource recovery, and regulatory requirements for safe handling of hazardous wastes (e.g., tank system requirements).

The Senior Environmental Scientist (Supervisory) should have the ability to effectively research, interpret, and apply laws, regulations, technical guidance, and proposed regulations; analyze complex data and reason logically to reach accurate and defensible conclusions and recommendations to stakeholders both within and outside DTSC; analyze complex regulatory issues and provide sound recommendations and/or

feedback to management within DTSC; take effective action and develop solutions and alternate plans of action; establish and maintain cooperative relations with state, federal and local agencies, and the regulated community; maintain confidentiality in handling enforcement actions and other confidential matters; prepare clear, complete, grammatically correct, and technically accurate reports and other documents; effectively communicate information both orally and in writing; plan, lead, and facilitate meetings; lead a team with varying technical backgrounds and representing several regional offices.

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 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