



Position Duty Statement

Classification Title	Department
Associate Governmental Program Analyst	Toxic Substances Control
Working Title	Office/Unit/Section/Geographic Location
Enforcement Researcher and Analyst	Hazardous Waste Management Program/ Enforcement and Emergency Response Division/Berkeley Regional Office
Position Number	Effective Date
810-912-5393-002	

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 general direction of the Environmental Program Manager I (Supervisory) (EPM I) in EERD, the Associate Governmental Program Analyst (AGPA) supports the Berkeley-Clovis EERD Branch by performing a variety of complex technical analytical, evaluation, tracking and consultative assignments and is responsible for providing ongoing technical and data management assistance to the EERD management and EERD staff.

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

(E) Program Performance Tracking, Analysis and Data Support

15% Program Evaluation and Quality Assurance

Review and analyze various EERD program data related to inspection and enforcement activities in different regulatory and business sectors (including but not limited to hazardous waste transporter, generator and metal shredder facilities) to improve inspection planning through the development and analysis of workload patterns and standards. Evaluate workload patterns and standards to identify target areas for streamlining work processes. Evaluate compliance trends within different regulatory and business sectors to focus inspection targeting on sectors with the most and worst violations. Analyze staffing levels committed to different areas of work to obtain the greatest environmental protection for the largest portion of California’s population and those most impacted by environmental contamination, including multiple sources of pollution. Monitor and track compliance with work requests to EERD via EnviroStor. Resolve pending or missing return to compliance information in EnviroStor. Track the Supplemental Environmental Project (SEP) process including but not limited to: SEP proposals, lists of approved SEPs, SEPs in the settlement process, and funded SEPs.

10% Annual Work Plan Development and Oversight

Research, analyze, and develop a list of facilities to be inspected using priorities and criteria for selection. Work with EERD managers to develop Annual Work Plans (AWPs) for EERD activities. Utilize EnviroStor and other databases to monitor AWP for completion status and missing work. Maintain lists and databases related to EERD inspection and enforcement responsibilities and activities. Recommend adjustments to the scheduled work to address vacancies or changing management priorities. Work with EERD managers to incorporate changes to AWP and to make needed change notifications to US EPA, other agencies, and other DTSC units or staff.

10% EnviroStor & Other Database Reporting Systems

Provide oversight, support, and analysis of regional enforcement program data and reporting systems. Ensure and verify the accuracy of EPA ID Numbers. Review, develop and maintain the structure and

content of the EERD databases including information on facilities, transporters, generators, and other hazardous waste handlers to be inspected. Review and analyze data to identify problems and correct data entry discrepancies. Assure the accuracy, quality, and timeliness of data uploaded to RCRAInfo by developing and running quality assurance and quality control data queries and correcting errors that are detected. Coordinate with regional staff for the preparation and maintenance of enforcement case tracking information for the EERD Management and share when needed with DTSC attorneys and Deputy Attorneys General. Prepare queries and develop special reports for EERD management on various aspects of the inspection universe, including the type and frequency of each class of violation, enforcement timeliness and return to compliance data as it is related to specific types of businesses, specific EERD offices or EERD staff. Confer with management, technical, and administrative staff to resolve discrepancies in the data contained in the databases. Identify and analyze data gaps to address needs for planning, program evaluation, and reporting. Provide recommendations to the EERD Management on improvements in the structure or content of the databases. Develop and maintain other databases and tracking systems as needed to support management and implementation of EERD program activities. Develop policy and procedure recommendations for EERD management on how inspection, complaint, and enforcement data is collected, entered, and displayed. Provide reports from the EnviroStor database on inspection workloads by supervisor and staff.

10% Data Support for Management

Provide data and recommendations on program activities and accomplishments, staff workloads, budgets, contracts, and other program information to management in support of Strategic Planning, work plan analysis, and legislative inquiries, and various high priority assignments. These may include, but not be limited to, responses to DTSC management, State and Federal agencies, elected officials, local governments, responsible parties, and their consultants. Provide data and consultative service to EERD management and staff on a regular basis on project planning.

20% **(E) Technical Document Development and Review**

Develop and produce fact sheets for hazardous waste transporters and other types of facilities. Develop and maintain informational webpages for hazardous waste transporters and other types of facilities. Develop request for information letters for facilities. Review fact sheets, letters and documents developed and written by others to ensure consistency, thoroughness, and that the documents are presented in a well-reasoned, well-organized, and clear manner. Work with primary authors to resolve problems of tone, ambiguity, and grammatical expression. In collaboration with technical staff, performs research, analysis, and evaluation of governing statutes and regulations; develop and make accurate and appropriate presentation of information pertaining to compliance and compliance tracking. Ensure documents comply with the accessibility standards of California Government Code section 11546.7 by reviewing document content and grammar, assessing and remediating reading order and tag structure through the use of software, and verifying accessibility through assistive technology software. Prepare presentation materials and other informational materials for tracking and analysis of data.

15% **E) Budget and Cost Tracking**

Develop, review, and analyze a variety of budget reports and make recommendations to management regarding the allocation of EERD resources. Review, analyze, and evaluate monthly expense information and formulates procedures, policies, and program alternatives to help EERD manage within the allocated budget, prepare future budgets, and provide information for budget change proposals. Review and analyze EERD's fiscal year budget appropriation and expenditures and develop a variety of report and chart formats to inform EERD management of findings. Provide grant and contract expenditure projections, trends, and recommendations to management for present and future fiscal year planning. Create charts, tables, and other visual aids to interpret and communicate data results.

Use data to verify expenses charged to all funding sources and identify unneeded projects codes and provide updated project codes and EPA ID numbers when needed. Perform reviews of Daily Log time

coding and proper use to ensure consistency throughout EERD and to verify proper inter-Departmental use of codes. Assist staff with the proper use of time coding to ensure consistency and appropriate cost recovery as needed. Verify charges to all funding sources (including the Hazardous Waste Control Account and Hazardous Waste Facilities Account) are accurate. Analyze, review, and cleanup project codes within Daily Log and Envirostor. Assist in the preparation of Budget Change Proposals (BCPs) for EERD. Oversee all aspects of the contract and BCP processes and makes recommendations. Assists with budgeting for assorted program needs, follows up with budgeting staffs on issues of interest. Coordinate BCP preparation and contributes to BCP preparation in coordination with DTSC Budgets and the EPM I. Report contract and MOU progress and results to the EPM I. Assist in closure of site codes. Assist EERD staff in acquiring the administrative costs for enforcement cases by accessing the Calstars Information Reporting System (CIRS) database.

10% (E) Personnel Document Preparation and Management

Prepare and coordinate Request for Personnel Action (RPA) packages in consultation with the EERD Management and Personnel Liaison. Prepare and/or revise duty statements, prepares position justifications, position reclassification justifications, assesses the need for additional position funding, assists in preparing exams, assesses interview results, compiles documentation for hiring packages, and monitors position approvals and offers to prospective hires. Perform the routine processing of RPAs, including reviewing applications received for appropriate experience, education, timeliness, and eligibility.

5% (E) Administrative Duties

Perform administrative duties including, but not limited to, adherence to Departmental policies, rules, and procedures; submit administrative requests including leave, overtime, travel, and training in a timely and appropriate manner; accurately report time in the Daily Log system; and submit timesheets by the due date. Provide other administrative support as necessary.

Prepares presentation materials and coordinates with other technical staff to design or revise tables, charts, maps, diagrams, and other technical graphics for consistent and valid expression of data. Uses Microsoft Office programs (Teams, Excel, Access, Word, PowerPoint, Visio), Common Look program, Adobe programs (Acrobat, Dreamweaver, Illustrator, InDesign, Photoshop), Power BI, Salesforce, Survey123, Smartsheet Applications or other software to convey quantitative and qualitative information clearly, accurately, and effectively, both in visual and written form. Ensures that data is displayed appropriately, and analysis are supported.

5% (M) Other Duties

Perform other related duties including, but not limited to, the following: conduct and review analytical studies; formulate policies and procedures and program alternatives applicable to EERD; track and respond to Public Record Act requests pertaining to hazardous waste transporters and other types of facilities; assist with development of DTSC and EERD newsletters; assist with record retention, prepare ad hoc reports as needed for EERD management and staff; and attend job-related meetings and job-related training as required. Assist EERD in the recruitment, hiring, and training of new staff for EERD. Develop a working knowledge of CalATERS. Assist with ordering field supplies and equipment for EERD. Respond to correspondence related to broad EERD operations from the public or other governmental agencies. Performs other related duties as required to support the functions of the Berkeley-Clovis Inspection and Enforcement Units.

B. Supervision Received

The AGPA reports directly to the Environmental Program Manager I (Supervisory). Direction and assignments may also come from the EERD Division Chief, or the Deputy Director of the Hazardous Waste Management Program or the Senior Environmental Scientist (Supervisory).

C. Supervision Exercised

NONE

D. Administrative Responsibility

NONE

E. Personal Contacts

The AGPA has regular contact with DTSC management, DTSC staff, CalEPA, US EPA, local agencies, internal consultants, and external stakeholders.

F. Actions and Consequences

If an error, omission, or wrong decision is made in the duties of this position, the health and safety of the public and the environment could be significantly affected. Additionally, errors would need to be corrected which would require additional time and money for the regulated community and DTSC.

G. Functional Requirements

The AGPA works in an office setting in close proximity with other employees and typical office equipment such as computers, telecommunications equipment, photocopiers, and fax machines. The AGPA works in an office environment in a multi-story building with artificial light and temperature control. The AGPA will sit or stand for long durations. The AGPA is in frequent contact with internal stakeholders in person, via telephone and via electronic mail. Occasional travel may be required.

The AGPA has knowledge of databases and ability to use database programs (such as Microsoft Access), knowledge of spreadsheets and the ability to use spreadsheet programs (such as Microsoft Excel and Smartsheets), knowledge of Microsoft Word, a strong background in data analysis and manipulation, ability to research, analyze, and interpret data to assist EERD management in project tracking and reporting, ability to present ideas, develop solutions, and effectively communicate information both orally and in writing, ability to develop and maintain cooperative working relationships with staff and management, ability to complete assigned work and review for accuracy, and ability to maintain confidential data.

The AGPA 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 and annual 8-hour HAZWOPER refresher classes. The AGPA may wear 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 AGPA maintains compliance with all the Health and Safety field work certification. The AGPA may be required to work in situations which have the potential for exposure to hazardous substances and/or hazardous waste. The AGPA may be required to conduct field work in rough and uneven terrain.

H. Other Information

The AGPA must have knowledge and practices of administrative services and governmental functions of organization. The AGPA must have the ability to: maintain confidentiality and discretion due to the sensitivity of the documents handled; communicate effectively and utilize a variety of analytical techniques to resolve complex problems; develop and evaluate alternatives; analyze data and present ideas effectively; consult and advise administrators or other interested parties on a wide variety of subject-matter areas; establish cooperative working relationships and effectively communicate with staff at all levels both within and outside DTSC to complete work assignments; demonstrate organizational skills; accept increasing responsibility; meet deadlines while handling multiple projects with varying timeframes; organize and set priorities in order to meet task deadlines; display mature judgment, tact and discretion in all matters; maintain a positive attitude; adaptable to changing priorities and EERD approaches to various issues; and work well within a team. The AGPA must have experience working with computerized data management systems and must be willing to perform routine or detailed work.

The AGPA must 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; display initiative in mastering new information and in handling complex and difficult assignments; 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; and plan, lead, and facilitate meetings.

I. 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

Revision Date: 01/28/2023