



<b>DUTY STATEMENT</b>	
<b>Classification:</b> Environmental Scientist	<b>Position Number:</b> 835-877-0762-001
<b>Division/Office/Section:</b> WPCMD / WEEB / Jurisdiction, Product Enforcement Section / Extended Producer Responsibility Compliance Unit	
<b>Location:</b> Sacramento	<b>Effective Date:</b>
<b>Employee's Name:</b>	<b>Supervision Exercised:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Supervisor's Name:</b>	
<b>Collective Bargaining Identifier (CBID):</b> R10	

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing as appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and, adhere to department policies and procedures regarding attendance, leave, and conduct.

The incumbent must have a current California Driver's License and participate in the Department of Motor Vehicles (DMV) Employer Pull Notice Program

**POSITION DESCRIPTION:**

Under the direction of the Senior Environmental Scientist (Supervisory), the Environmental Scientist (incumbent) as a Range A (entry level employee) works under direct supervision performing least complex scientific work; as a Range B (intermediate level employee) works under general supervision performing moderately complex work; or, as a Range C (a journey person level employee), works independently performing the most complex work. The incumbent, within standardized guidelines, performs a variety of scientific, analytical, and technical assistance duties to implement enforcement requirements and assist with program analysis of compliance policies for CalRecycle's existing and future statewide Product Stewardship and Extended Producer Responsibility (EPR) programs including, but not limited to, the Carpet, Mattress, and Paint programs.

This Program seeks to enforce EPR law governing regulated communities including, but not limited to, product manufacturers, importers, distributors, retailers, renovators, recyclers, and stewardship organizations. The Environmental Scientist will determine if regulated communities are in compliance by performing field inspections and investigations. On a daily basis, the Environmental Scientist will conduct research of businesses, products, and industries to plan inspections and conduct investigations; compile defensible facts for legal documents; and, develop sound conclusions and recommendations for the issuance of timely, concise and complete inspection reports. The Environmental Scientist will serve as an EPR compliance program liaison and educate stakeholders verbally and in writing; accurately explain the law and potential enforcement consequences; prepare correspondence; meet regulatory deadlines, and implement established enforcement processes. Working in coordination with CalRecycle's other supporting technical and legal offices the Environmental Scientist will evaluate the significance of violations of non-compliant entities and program trends; and will compile, organize data and use mathematical formulas and develop databases and tools to perform statistical analyses to track compliance trends of the regulated community to evaluate overall program success, and

recommend corrective actions, or penalties and fines to effectively achieve the program(s) mandates to protect public health and safety and the environment. The Environmental Scientist will prepare findings to present and conduct technical trainings to supervisors, technical offices, Executive Management and Stakeholders. This position involves traveling throughout the State involving multiple, consecutive days away from the office and overnight stays.

### **ESSENTIAL FUNCTIONS**

- 40% Perform scientific research using basic principles of environmental sciences to analyze environmental characteristics of program products and materials (including carpet, mattress, and paint) as they relate to the review, inspection, assessment, investigation and enforcement of the programs' laws and regulations, reported complaints, technical documents, operations and other records. Develop, implement, and maintain, using scientific methods and principles, methods to randomly select products manufacturers, importers, distributors, retailers, renovators, and recyclers while providing compliance oversight regarding offering or sale, renovation, and recycling of products covered and not covered under an approved stewardship plan to determine compliance with the requirements. Perform statistical methods of analysis, integrated waste management, industry economics, public health, and resource management to assess if proposed corrective actions are reasonable and will effectively achieve program mandates. Travel to conduct site visits throughout the State to review facility practices and verify compliance with EPR laws and regulations. Collect, analyze, and evaluate data to ensure sound conclusions have been made and that compliance with state standards is achieved. Be able to independently manage multiple tasks and analyze complex issues and situations and perform gap analyses addressing waste and program products and other environmental issues that arise.
- 30% Independently oversee compliance relative to the mandates of the Public Resources Code and regulations. Review, analyze, ensure completeness, adequacy, and accuracy of compliance inspection reports, other documents, and data regarding the implementation of the state minimum standards and how they relate to compliance and potential non-compliance. Using scientific methods, analyze the significance of enforcement determinations and develop sound conclusions and make environmental compliance and enforcement recommendations when developing inspection reports, agenda items, and other documents for publication. Assist in developing, maintaining and updating the scientific analysis and tracking tools used within the Unit. The tools include, but are not limited to, on-line database reporting and tracking systems, graphical information system, and other available databases. Maintain and update product compliance website pages as necessary. Testify as an expert witness as needed.
- 15% Provide technical training and outreach through effective communication, verbally and in writing, addressing compliance with statewide Product Stewardship and EPR laws and regulations as related to compliance with the Department's enforcement procedures. Under the direction of the supervisor, serve as a liaison between CalRecycle's industry organizations and the Department. Using scientifically collected and analyzed data, develop recommendations and input to industry organizations to develop a coordinated distribution plan and oversee the implantation of educational materials to all interested parties concerning requirements of the laws with regards to compliance with the mandates and enforcement.

10% Perform statistical methods of analysis for developing and maintaining reporting metrics and program feedback data. Conduct research, collect data, and prepare analyses of existing and proposed statewide Product Stewardship and EPR laws, policies, procedures and proposed legislation. Make recommendations to the Executive staff for changes and future actions or for approval by preparing clear, complete, and technically accurate reports and issue papers.

**MARGINAL FUNCTIONS**

5% Other duties as required including, but not limited to: attendance at public meetings and hearings; preparation and editing of technical reports, articles, and correspondence on various aspects of the products mandates, research and develop internal and external policies and procedures; prepare technical reports, articles, and correspondence relating to Department-wide issues; stay informed about emerging markets, technologies, and programs including (but not limited to) Product Stewardship and EPR.

I have read and understood the duties and essential functions of the position and can perform these duties with or without reasonable accommodation:  <b>Employee Signature:</b>	<b>Date:</b>
I certify that the above accurately represent the duties of the position:  <b>Supervisor Signature:</b>	<b>Date:</b>
<b>PERSONNEL USE ONLY: This personnel transaction has been reviewed and approved by:</b>	
<b>C&amp;P Analyst:</b>	<b>Date Approved:</b>

**SPECIAL REQUIREMENTS OF POSITION (IF ANY):**

- Designated under Conflict of Interest Code.
- Duties performed may require annual physical.
- Duties require participation in the DMV Pull Notice Program (drives on state business 6 or more time per month).
- Requires the utilization of a self-contained breathing apparatus.\*
- Operates heavy motorized vehicles.\*
- Requires repetitive movement of heavy objects.\*
- Performs other duties requiring high physical demand.\* (Explain below)

\*May require a pre-employment medical examination.

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- VISION** – You must have sufficient vision to perform the following duties: Read, prepare, visually inspect a variety of documents and records that contain technical information and see a computer screen in regards to database management and preparing documents and e-mails. Documents may be hard-copies or may be viewed on a computer screen; perform field inspections.
- HEARING** – Your hearing must be sufficiently acute to perform the following duties: Be able to hear vehicles and alarms or other audible signals of possible risk. Be able to hear voices and confer with staff & management, elected officials, local government officials, industry representatives, and general public; conduct interviews with business representatives; perform field inspections; participate in meetings, conferences, and phone conversations.
- SPEECH** – You must have sufficient ability to speak to perform the following duties: answer and respond to phone calls; participate in a variety of meetings, workshops, conferences, etc. regarding the laws regulations, policies, inspections, investigations, etc.; Provide laws, regulations, policies, inspections, investigations, etc. advice, assistance, training, and direction to the general public, regulatory and enforcement agencies, CalRecycle staff, management, and executives; communicate verbally with coworkers; present and relay information in clear and understandable manner; conduct interviews with business representatives; perform field inspections of operations and facilities.
- CARDIAC/CIRCULATORY SYSTEM** – Your cardiac/circulatory system must be in sufficient condition to perform the following duties: in-office activities such as writing reports, searching the file room, attending meetings and traveling to cities and counties to review regulated businesses and their physical files; field inspections of operations and facilities.
- RESPIRATORY SYSTEM** – Your respiratory system must be in sufficient condition to perform these duties: in-office activities such as writing reports, searching the file room, attending meetings and traveling to cities and counties to review regulated businesses and their physical files; field inspections of operations and facilities.
- ORTHOPEDIC** – You must have the ability to use the following selected body parts – a. neck, b. shoulder, c. arm, d. elbow, e. wrist, f. hand, g. finger, h. spine, i. back, j. hip, k. leg, l. knee, m. ankle, n. foot, o. toe, to perform the following duties: sit and use the computer and other office equipment; preparing reports/correspondence/memoranda, carry files and documents, attend meetings, travel via car and/or airplane for meetings, write with a pen or pencil; field inspections of operations and facilities.

- MANUAL DEXTERITY** – You must be able to perform the following duties involving manual dexterity: write with pen or pencil, use computer, telephone, and other office machines to accomplish tasks; review and prepare reports, memoranda, correspondence, prepare and respond to e-mails, and drive to and conduct field inspections of operations and facilities.
- BENDING, STOOPING, KNEELING** – You must be able to bend at the knee or waist, stoop, and kneel to perform the following duties: travel, field inspections/visits, access file drawers, shelves and records.
- SITTING OR STANDING** – You must be able to sit or stand for extended periods of time to perform the following duties: Sit at computer station/desk to perform daily activities, attend meetings, conduct field inspections; travel via car and/or airplane; attend work-related meetings, events, workshops, conferences and trainings sessions, staff meetings with external and internal customers.
- LIFTING** – You must be able to lift up to 20 pounds to perform the following duties: carrying of field gear and field and office files.
- CONCENTRATION** – You must be able to continuously concentrate to perform the following duties: read, prepare and analyze a variety of documents that container to the program’s laws, regulations, policies, inspections, investigations, etc.; Review, analyze, audit and interpret documents, database information. Perform field inspections; conduct interviews with business representatives; participate in a variety of meetings, workshops, conferences, etc. regarding the program’s laws, regulations, policies, inspections, investigations, etc.; provide advice, assistance, training and direction to the general public and regulatory and enforcement agencies on the program’s regulations, policies, inspections, investigations, etc.; brief CalRecycle staff, management, executives, etc. on program laws, regulations, policies, inspections, investigations, etc. Prepare reports, analyze staff and other written and verbal communications, review and edit written reports, memoranda and correspondence for approval. Receive work assignments with full understanding and follow instructions. Clearly organize, present and run a meeting or other public presentation while communicating detailed and complex information and receive feedback; safely operate vehicles; safely use standard office and field inspection tools, supplies and equipment.
- EQUILIBRIUM/BALANCE** – You must be able to perform the following duties in such a manner that you do not jeopardize the safety of others: drive a vehicle; travel to site inspections; use field inspection tools, supplies, and equipment; walk while carrying files and conducting regular office and field duties.
- LOSS OF AWARENESS OR CONSCIOUSNESS** – You must be able to perform the following duties in such a manner that you do not jeopardize the safety of others: all office and field duties as described above.
- CONTAGIOUS OR COMMUNICABLE DISEASE** – You must be able to perform the following duties in such a manner that you do not jeopardize the safety of others.
- DRIVING OR OPERATING DANGEROUS EQUIPMENT** – You must be able to drive or operate dangerous equipment to perform the following duties.

- Do you have any other physical or mental condition or limitation not listed above that prevent you from performing the essential functions of this position as described in this job description?
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### EMPLOYEE CERTIFICATION

- Yes. I am able to perform all of the above listed essential functions of the position, and have no physical or mental condition or limitation that prevent or otherwise impair me from doing so.
- Yes, I am able to perform all of the above-listed essential functions of the position, but will require reasonable accommodation in order to do so.
- No, I am unable to perform one or more of the above-listed essential functions of the position, even with reasonable accommodation.
- I am not sure if I am able to perform on or more of the above-listed essential functions of the job.

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Print Name

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Signature

\_\_\_\_\_  
Date