



DUTY STATEMENT

CURRENT

PROPOSED

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| RPA Number: | Classification Title: Environmental Scientist | Position Number: 835-500-0762-007 |
| Incumbent Name: | Working Title: Environmental Scientist | Effective Date: |
| Tenure: Permanent | Time Base: Full-Time | Intermittent Hours Per Month: |
| Division/Office: DICE/Product Stewardship Branch | Section/Unit: Battery EPR Section/Battery EPR Unit | Reporting Location: 1001 I Street, Sacramento, CA 95814 |
| Supervisor's Name: Michelle Cevallos | Supervisor's Classification: Senior Environmental Specialist (Supervisor) | CBID: R10 |
| Confidential Designation: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO | Designated Position for Conflict of Interest: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO | Position Telework Eligible: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| Supervision Exercised: <input checked="" type="checkbox"/> None <input type="checkbox"/> Lead <input type="checkbox"/> Managerial <input type="checkbox"/> Supervisory | | |

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| Human Resources Use Only: | |
| HR Analyst Approval: | Date: |

General Statement

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill 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.



Position Description

Under the direction of the Senior Environmental Scientist (Supervisory), the Environmental Scientist (incumbent) at Range A (an entry level employee) works under direct supervision performing the least complex scientific work; at Range B (an intermediate level employee) works under general supervision performing moderately complex work; or at Range C (a journey person level employee) works independently performing the most complex work. The incumbent applies scientific methods, principles, and analytical skills to gather data on environmental and natural resource management issues, perform environmental analysis, research, and studies, prepare reports, draft correspondence, prepare regulatory and compliance documents, and do other related work to perform the duties listed below. The incumbent is part of an integrated California Department of Resources Recycling and Recovery (CalRecycle) team that implements the provisions of the Responsible Battery Recycling Act of 2022 (Public Resources Code section 42420-42428). Specifically, the incumbent, is the Division of Circular Economy's co-lead overseeing the industry-led, statewide program that requires producers either individually or through the creation of one or more stewardship organizations to establish a stewardship program for the collection and recycling of covered batteries. This program follows extended producer responsibility principles to ensure covered batteries are properly managed in California. This position may involve travel throughout the state approximately 5% of the time. The incumbent must have a current California Driver's License and participate in the Department of Motor Vehicles (DMV) Employer Pull Notice Program.

Essential Functions (Including percentage of time):

- 35% Co-lead implementation of the Division of Circular Economy's responsibilities under the Responsible Battery Recycling Act. Develop and maintain expertise on California and other state battery recycling and extended producer responsible (EPR) laws, programs, and best practices. Conduct rulemaking to adopt procedures to implement statute on consultation with the Department of Toxic Substances Control, including, but not limited to scheduling and leading informal and formal public rulemaking workshops and hearing; developing regulatory concepts; drafting regulatory language; preparing and conducting presentations; and compiling rulemaking binders. Coordinate with and respond to inquiries from interested parties, including, but not limited to, battery stewardship organizations, battery producers, recycling processors, local jurisdictions, haulers, the Department of Toxic Substances Control, and other state agencies to ensure effective communication and program implementation. Draft various written materials including policy briefing documents, education and outreach materials, listserv messages, fact sheets, and other technical information. Review stewardship plans, plan amendments, and annual reports, document analysis in clear, complete, and technical accurate reports for monthly public meetings, prepare briefing papers, and presentations, and conduct executive briefings to support the director's decision whether to approve, conditionally approve, or disapprove plans and plan amendments, and find annual reports compliant or noncompliant. Consult with the Department of Toxic Substances Control to ensure programs comply with laws and regulations within its jurisdiction. Provide analysis to support the director's decisions regarding appointing members to the advisory body, provide administrative support, as needed, and monitor the activities of the advisory body. Monitor program implementation and progress of the battery EPR programs.
- 30% Conduct research and analysis of EPR programs and policies in California, other states, and internationally, establish metrics and best practices for success, and develop recommendations for models that would improve battery reuse, recycling, and management. Research existing and emerging recycling markets, and technologies related to battery materials. Assess the environmental, economic, and social impacts of EPR policies and programs within California, other states, and internationally. Conduct and participate in workshops, conferences, and training sessions on these program activities to aid in the implementation of the Responsible Battery Recycling Act. Apply scientific methods and principles to assess and evaluate battery recycling and management issues with immediate and long-range impacts, and prepare proposals related to



batteries and battery management policies or programs. Conduct methodical scientific review of legislative bills, and provide input, data, technical analysis, fiscal analysis, and provide recommendations to management on bills relating to batteries, EPR, household hazardous waste, and other product management issues. Identify relevant interested parties, fiscal impacts, health and safety issues, and programmatic issues. Develop legislative language and recommendations to management for policy and legislative proposals in support of CalRecycle's strategic directives.

- 20% Coordinate with and participate in cross-program and cross-agency teams with federal, state, and local agencies to further CalRecycle's efforts and initiatives related to battery recycling and EPR policies and programs. Coordinate with other CalRecycle divisions, offices, and branches, nongovernmental organizations, and industry to assure related integrated waste management and education programs build toward a statewide infrastructure for increasing the recycling of battery materials, and contribute to a circular economy. Monitor and research batteries, develop scientific expertise in batteries and battery recycling, and provide scientific assistance to producers, program operators, and other interested parties. Participate in working groups studying specific management of wastes generated from battery recycling. Collect, analyze, and evaluate data on waste streams and their impact on the environment. Apply scientific methods to solve complex scientific problems affecting California's environment; collect and analyze scientific and environmental data, conduct scientific literature reviews, develop scientific investigatory methods, and conduct surveys. Prepare and review scientific and technical reports, articles, fact sheets, displays, presentations, and correspondence relating to battery recycling and EPR. Respond to inquiries related to implementation of the Responsible Battery Recycling Act. Apply scientific methods and principles to provide input, data, analysis, and recommendations to management on the development of broad policy and legislative proposals with immediate and long-range impacts to address solid waste management concerns.
- 10% Coordinate extensively with cross-program and cross-division teams within CalRecycle to implement CalRecycle's responsibilities under the law, including but not limited to invoicing program operators for CalRecycle's costs to administer and enforce the law, providing program oversight, maintaining battery and EPR webpages, conducting audits of program operators, analyzing convenience using Geographic Information Systems, and ensuring equity is maintained amongst battery producers, and retailers.



Marginal Functions (Including percentage of time):

5% Maintain and develop content related to battery recycling for CalRecycle’s battery, EPR, and related web pages. Manage CalRecycle-sponsored contracts, as necessary. Provide scientific technical assistance to CalRecycle’s Office of Public Affairs on media requests, stories, and Agency communications related to the battery EPR programs.

Typical Physical Conditions/Demands:

The job requires extensive use of a computer and the ability to sit/stand at desk, listen and talking on a phone and in meetings, read documents, type on a keyboard, and continually concentrate without the loss of awareness or consciousness for extended periods of time.

Typical Working Conditions:

The incumbent works in a high-rise office building in downtown Sacramento, in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Mandatory overtime, including evening and weekend work may occasionally be necessary to complete mission critical work. Travel may be required locally, within the state, and rarely out of state.

Special Requirements of Position (Check all that apply):

- Duties performed may require pre-employment and/ or routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.).
- Duties require participation in the DMV Pull Notice Program.
- Performs other duties requiring high physical demand. (Explain below)
- Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles.
- Other (Explain below)

Explanation:



Supervisor Statement

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

| Supervisor Name | Supervisor Signature | Date |
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Employee Statement

I have discussed these duties with my supervisor and have been provided a copy of this duty statement. I certify I have read, understand, and can perform the duties of this position either with or without reasonable accommodation*.

**A Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity. (If you believe reasonable accommodation is necessary, check yes. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

Do you need a reasonable accommodation to perform the essential functions of this position?

YES NO

| Employee Name | Employee Signature | Date |
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