



State of California
DUTY STATEMENT

CalRecycle 109A (Rev. 10/2024)

Department Of Resources Recycling And Recovery
AFITS/Human Resources Section

DUTY STATEMENT

☐ **CURRENT**

☒ **PROPOSED**

RPA Number: 24-294	Classification Title: Senior Environmental Scientist (Supervisory)	Position Number: 835-874-0764-001
Incumbent Name:	Working Title: Senior Environmental Scientist (Supervisory)	Effective Date:
Tenure: Permanent	Time Base: Full Time	Intermittent Hours Per Month:
Division/Office: WPCMD	Section/Unit: SWES/Inspection and Enforcement Agency Compliance Unit A	Reporting Location: 1001 I Street, Sacramento CA
Supervisor's Name: Eric Yee	Supervisor's Classification: Environmental Program Manager I	CBID: S10
Confidential Designation: ☐ YES ☒ NO	Designated Position for Conflict of Interest: ☐ YES ☒ NO	Position Telework Eligible: ☒ YES ☐ NO
Supervision Exercised: ☐ None ☐ Lead ☐ Managerial ☒ Supervisory		

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.



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Position Description:

Under the general direction of an Environmental Program Manager I (Supervisory), the Senior Environmental Scientist (Supervisory) will provide first line supervision for ES staff applying principles of scientific research, chemical, biological, physical, and environmental sciences, environmental characteristics of waste materials and solid waste facilities and systems as they relate to the review, inspections, assessment and enforcement of solid waste facilities technical documents, operations and monitoring records. The incumbent will oversee staff's determination on the significance of violations and their general effect on public health, safety, and the environment; and apply knowledge of statistical methods of analysis, integrated waste management economics, public health, and resources management to assist in assessing if proposed corrective action are reasonable and will effectively protect the public health and safety and the environment. The Supervisory Senior Environmental Scientist will oversee an assure adequate staff review of facilities basic hydrology and geology, landfill gas plans, permitting, technical documentation and most recent landfill or facility engineering design and capacity figures as it relates to staff determine of compliance with the current permit and that the ensure impact to the public health and safety and the environment are being mitigated. Incumbents will oversee the evaluation of environmental monitoring data and ensure sound conclusions have been made and facility compliance with state standards are met. The incumbent will provide oversight, training and mentoring of staff in the determination of solid waste facilities' compliance with State Minimum Standards (SMS) and permit terms and conditions through field inspection while also providing technical expertise, training an assistance to staff and local enforcement agencies (LEAs) on inspection and enforcement matters; review inspection reports for technical adequacy; oversee the maintenance of inventory of facilities that fail to meet SMS and facilities that receive enforcement orders; and ensure that enforcement information in the Department's database has been accurate input by staff. The incumbent is required to supervise staff and to travel as part of the position with duration and time variant upon facility and stakeholder locations.

Essential Functions (including percentage of time):

- 25% The Supervisory Senior Environmental Scientist will oversee the scheduling and implementation of the mandated 18-month inspections at active landfills throughout California, pursuant to applicable laws and regulations, in conjunction with the LEAs and oversee the preparation of appropriate documentation, including inspection reports, inventory letters, and enforcement letters, as necessary, to ensure compliance with SMS and permit requirements, Plan, oversee and ensure that staff achieve DRRR's directives, including the objective to conduct random inspections of permitted facilities and operations.
- 20% The Supervisory Senior Environmental Scientist will oversee, and may conduct, pre-permit inspections at solid waste facilities and coordinate any controversial issues or violations with the Permitting and Assistance Branch (PAB) staff, oversee the preparation of the appropriate documentation in regard to the findings of compliance with SMS and the permit on the facility.
- 20% When staff is not available to conduct required inspections or for extremely complex situations the supervisor is responsible to find the appropriate resources to conduct the work or be able to conduct the inspections and related enforcement work themselves. The supervisor



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would do high level staff work or fill in for staff when needed or directed to by the Section Manager.

- 15% Track facilities that have consecutive violations of SMS requirements and ensure that the staff implements the inventory and enforcement required by law and the LEAs Enforcement Program Plan, including making determinations when it is appropriate to send 14 CCR 18350 notices and the DRRR's directives.

Oversee the tracking of LEA and program related enforcement actions to assure orders of active facilities are current and LEAs are enforcing orders. The Supervisory Senior Environmental Scientist should oversee the coordination of any technical assistance requested by PAB. The Supervisory Senior Environmental Scientist will oversee staff's role in keeping the CalRecycle database updated for enforcement action related issues. Oversee the tracking of hours spent as EA for billing purposes.

- 15% Provide support to the Section Manager and Branch Chief in the development and proposal of improvements to the operation of the section and branch, the program and solid waste policy issues through business practices, statewide guidance documents, budgetary, statutory, regulatory and personnel procedures, including development of budget change proposals, duty statements, employee performance reviews and completion of employee Individual Development Plans.

Evaluate staff performance and provide ongoing and annual feedback on staffs' abilities to perform their responsibilities and their contribution to the implementation of the program and branch directives, business practices and health and safety requirements. Mentor and support staff's technical expertise, analytical capacity and broader knowledge of the solid waste program, industry and other CalRecycle programs.

Marginal Functions (Including a percentage of the time):

- 5% May attend public meetings and hearings; prepare and edit scientific papers or similar documents for the Executive Director on various aspects of solid waste management, waste measurement & characterization, use of recycled materials/commodities, environmental impact assessment, and progress status reports; research and develop internal and external policies and procedures; preparation of scientific reports, articles and correspondence relating to Department wide issues: stay informed of emerging markets, technologies, and programs that include Product stewardship, social marketing and sustainability.

Typical Physical Conditions/Demands:

The job requires extensive fieldwork and travel and the ability to walk on uneven surfaces, walk long distances around a solid waste facility, standing and stooping to observe facility operations, for safety the ability to see and hear large vehicles during inspections, ability to travel for several hours via car or airplane. Ability to lift 20 pounds, carry field bag and monitoring equipment while walking around a solid waste facility.



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Typical Working Conditions:

The incumbent works in the field, at various solid waste facilities throughout the state, at home when writing reports, working on projects, or preparing for inspections, and/or hoteling on the 10th floor in a high-rise building in downtown Sacramento, when reserving a cubical, or office. The work schedule is Monday through Friday, but will work flexible schedules, travel, overnight stays, and potential days over 8 hours depending on time needed to complete inspections, or special projects.

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:

Must have and maintain a valid California Driver's License.

Must have and maintain a REAL ID (compliant license or acceptable alternative form of identification) to be able to pass through TSA security checkpoints for required domestic flying.

Must be able to occasionally travel (via airplane or car etc.) to conduct State business. The position may occasionally require walking on rough, poorly or non-paved roads/terrain or hike short to moderate distances during site visits. Additional physical traits necessary for occasional field work include sufficient manual dexterity to take notes with pen/pencil, bend, stoop, kneel, and sit or stand for extended periods of time.



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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 with a copy of this duty statement.

Supervisor Name	Supervisor Signature	Date
Eric Yee		

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.)*

Employee Name	Employee Signature	Date