



State of California
DUTY STATEMENT

CalRecycle 109A (Rev. 10/2024)

Department of Resources Recycling and Recovery
DiCE / Product Stewardship Branch

DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

RPA Number: 25-072	Classification Title: Senior Environmental Scientist (Specialist)	Position Number: 835-778-0765-002
Incumbent Name:	Working Title: Senior Environmental Scientist (Specialist)	Effective Date:
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month: N/A
Division/Office: DiCE/Product Stewardship Branch	Section/Unit: Product Stewardship Section 1	Reporting Location: 1001 I Street, Sacramento, CA, 95814
Supervisor's Name: Cynthia Dunn	Supervisor's Classification: Environmental Program Manager I (Supervisory)	CBID: R10
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, when interacting with the public and internal and external stakeholders; 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.



Incumbent:
Classification: Senior Environmental Scientist (Specialist)
Position Number: 835-778-0765-002

Position Description

Under the general direction of the Environmental Program Manager I (Supervisory) in the Product Stewardship Branch, the incumbent will act as a lead technical expert on product stewardship programs, with a focus on carpet, paint mattresses, pharmaceuticals, and home-generated sharps waste. The incumbent performs difficult, complex, sensitive scientific and technical duties related to CalRecycle's product stewardship and circular economy initiatives, including environmental and materials management research, analyses, and investigations. Key responsibilities include developing regulations, overseeing stewardship organizations, supporting executive decision-making, and coordinating efforts within the Section or Branch. The incumbent also addresses non-routine public inquiries, prepares correspondence, and provides consultative advice to government entities, non-governmental organizations, and businesses.

Additional duties include process development, monitoring, and evaluation to support various functions of the branch. The incumbent will independently identify problems, develop courses of action, and conduct investigations and studies which yield information and recommendations to improve the department's oversight of product stewardship programs. The incumbent takes a lead role in coordinating projects across teams and divisions, serving as a primary legislative contact for scientific and technical matters related to product stewardship laws, and managing contracts to support CalRecycle's oversight responsibilities.

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):

40% Serve as a lead technical and policy expert on product stewardship and circular economy laws, programs, and principles. Conduct technical research and analyses to enhance expertise in existing product stewardship and materials management laws, regulations, and programs domestically and internationally. Develop and lead projects within the Product Stewardship Branch, with a particular focus on the implementation of the Carpet Producer Responsibility Program (Public Resources Code (PRC) sections 42968 to 42968.8 and 42970-42983.5), Paint Product Recovery Program (PRC sections 48700-48707), Used Mattress Recovery and Recycling Act (PRC sections 42985-42994), and Pharmaceutical and Sharps Waste Stewardship Act (PRC sections 42030-42036.4). Collaborate extensively with cross-program and cross-division teams, as well as other state agencies, to ensure effective program execution.

Conduct rulemaking activities, including scheduling and leading public workshops and hearings, drafting regulatory language and economic analyses, and responding to public comments. Coordinate responses to external stakeholders, including producers, processors, local jurisdictions, haulers, state agencies, and the public. Prepare a range of written materials to support rulemaking such as regulatory provisions, initial or final statement of reasons, economic analyses, policy briefings, reports, presentations, and outreach documents.



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Facilitate and support the most complex tasks related to technical compliance reviews of plans, budgets, amendments, audits, and reports to ensure deliverables meet statutory and regulatory requirements and deadlines, conduct analyses of program data, and present technical information on program performance to a variety of audiences. Analyze and present technical information in briefing documents, reports, memoranda, and presentations, to facilitate the director's decisions regarding approvals of stewardship plans and annual reports, appointments to product stewardship advisory groups, and other statutory obligations.

Prepare workshop presentations, education and outreach materials, listserv messages, fact sheets, and correspondence regarding CalRecycle's product stewardship programs. Address non-routine public inquiries and review correspondence drafted by junior staff to ensure technical accuracy and adherence to departmental policies and guidelines.

Develop and maintain cooperative relationships with interested parties, including non-profit organizations (e.g., stewardship organizations, recycling organizations, program operators, and producer responsibility organizations), advisory groups, environmental organizations, industry representatives, local jurisdictions, and others to ensure effective communication and program implementation.

35% Monitor and develop proposals to coordinate or align processes between units in the Branch to ensure consistency among product stewardship programs under CalRecycle oversight. Apply scientific methods to develop courses of action and action plans 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. Assist in the development and communication of information for departmental and inter-departmental partners to improve oversight of regulated entities.

Evaluate information to improve program oversight by researching and developing metrics, best practices, and models. Monitor market trends, emerging recycling technologies, and laws affecting recycled commodities. Develop scientific expertise in existing specification and standard setting organizations and the products and materials addressed. Participate in scientific and regulatory workshops, conferences, and training sessions to gain and share expertise on product stewardship and related environmental issues.

10% Conduct scientific reviews of legislative bills, prepare technical analyses, and respond to legislative and fiscal analysis requests. Provide input on policy and legislative proposals related to product stewardship and the circular economy. Provide scientific assistance to CalRecycle's Office of Public Affairs on media requests, stories, and Agency communications related to product stewardship programs.

10% Coach and mentor staff working on product stewardship program activities. Participate in Section and Branch meetings, and meetings with the Branch Chief and Deputy Director, to address shared priorities, common issues, and identify solutions to problems.



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Marginal Functions (Including percentage of time):

- 5% Manage CalRecycle-sponsored contracts and memberships with organizations for studies and reports that support product stewardship programs. Develop, maintain, and update content for CalRecycle's product stewardship program webpages. Coordinate invoicing for CalRecycle's costs to implement and enforce product stewardship programs.

Typical Physical Conditions/Demands:

The job requires extensive use of a computer and the ability to sit/stand at a desk, listen and talk on a phone and in meetings, read documents, type on a keyboard, and continually concentrate for extended periods of time.

Typical Working Conditions:

The incumbent works in a high-rise office building in downtown Sacramento, in an enclosed cubicle in a smoke-free environment. The work schedule is Monday through Friday. Overtime, including evening work, may be occasionally necessary. 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:



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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

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