



DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

RPA Number: 25-057 & 25-058	Classification Title: Environmental Scientist	Position Number: 835-858-0762-006 & 835-858-0762-007
Incumbent Name:	Working Title: Environmental Scientist	Effective Date:
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: WPCMD	Section/Unit: Product Stewardship Compliance Branch / Section 1, Unit B	Reporting Location: Sacramento, CA or Cerritos, CA
Supervisor's Name: Kathryn Ferrer	Supervisor's Classification: Senior Environmental Scientist (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 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) as a Range A (an entry level employee) works under direct supervision performing least complex scientific work; as a Range B (an 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 works and performs complex technical work; is responsible for implementing and enforcing solid waste and minimum content compliance laws in the Public Resources Code (PRC) and California Code of Regulations (CCR); participates in the improvement of Departmental policies and procedures; and performs a variety of scientific, analytical and administrative duties to assess compliance related to CalRecycle's producer responsibility and product stewardship requirements and regulations.

The Program is responsible for compliance and enforcement related to producer responsibility, product stewardship and seeks to enforce EPR laws governing the regulated communities including, but not limited to: Producer Responsibility Organizations (PRO), producers/manufacturers of covered products, licensees of trademarks or brands, importers, distributors, wholesalers, retailers and other regulated parties. The incumbent will determine if regulated communities are in compliance by performing field inspections and investigations. On a daily basis will conduct research of businesses, products, and industries to plan inspections and conduct investigations; develop sound conclusions and recommendations for the issuance of timely, concise and complete inspection reports; and compile defensible facts for legal documents. 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 staff and the Legal Office will evaluate the significance of violations of non-compliant entities and program trends; 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. 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. 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% Perform scientific research using principles of environmental sciences to analyze environmental characteristics of program products and materials (including, but not limited to the producer responsibility requirements) as they relate to the review, inspection, assessment, investigation and enforcement of product stewardship regulations, reported complaints, technical documents, operations and other records. Develop, implement, and maintain, using scientific methods and principles, methods to randomly select producers/manufacturers of covered products, licensees of trademarks or brands, importers, distributors, wholesalers, retailers collections sites and other regulated parties while providing compliance oversight regarding offering for sale and properly collecting for diversion and recycling 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 the program mandates. Travel to conduct site visits throughout the State to review facility practices and verify compliance with the producer responsibility, product stewardship 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 (GIS), 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 the producer responsibility, product stewardship 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, product packaging, 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 (Including percentage of time):

- 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) producer responsibility, product stewardship.

Typical Physical Conditions/Demands:

When working in the office, the job requires extensive use of a computer, including viewing content, typing on a keyboard, sitting and standing at desk, and utilizing a phone for extended periods of time.

When working in the field, travel will involve commercial flights using terminals throughout California, driving in car, van or other vehicle for short and extended periods of time to reach sites being investigated/inspected. Ability to lift 15 pounds, bend and reach above shoulders to retrieve files and/or documents.

Typical Working Conditions:



This position may be eligible for hybrid telework under Government Code section 14200 for eligible applicants residing in California, subject to the candidate meeting eligibility set forth in the CalEPA telework policy and/or future program need. Employees not residing in California are not eligible for telework. Regardless of telework eligibility, all employees may be required to report to the position's designated headquarters location in Sacramento, at their own expense. The EPA headquarters building offices in downtown Sacramento are well-lit, enclosed, non-windowed office cubicles in a smoke-free environment.

The 40-hour work week schedule is typically dayshift, Monday through Friday. Office and field work includes, on a regular basis, writing and reviewing inspection reports and notices, contact with the regulated community by way of in-person, phone and video conferencing, preparation and review of other documents and internet research. Overnight travel may be required locally and within the 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:

A valid California driver's license is required to drive on State business.



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

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