



DUTY STATEMENT

CURRENT

PROPOSED

RPA Number: 24-216	Classification Title: Environmental Scientist	Position Number: 835-131-0762-010
Incumbent Name: Vacant	Working Title: Environmental Scientist	Effective Date:
Tenure: Permanent	Time Base: Full Time	Intermittent Hours Per Month:
Division/Office: EXEC/PDAO	Section/Unit: KIS/FTM	Reporting Location: Sacramento, CA
Supervisor's Name: Emily Zakowski	Supervisor's Classification: Senior Environmental Scientist (Supervisory)	CBID: R10
Confidential Designation: <input type="checkbox"/> YES <input checked="" 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		

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 general direction of the unit supervisor, in the Knowledge Integration Section (KIS) within the Office of Policy Development & Analysis (Policy Office), the incumbent performs professional scientific and complex technical work to enable the Policy Office to function as CalRecycle's data gathering arm, policy analysis/development nexus, and information clearinghouse.

The incumbent protects California's environment and climate for the health and prosperity of future generations through reduction, reuse, and recycling of California resources, environmental education, and the transition from a disposable to a fully circular economy. The incumbent accomplishes this through the application of sound science and strong policy development across all program and policy areas within CalRecycle. The incumbent organizes and conducts policy workshops, helps draft regulations and implement laws, formulates new policy options, engages with a variety of internal and external stakeholders, and executes policy or projects at the direction of the Legislature or department. The incumbent researches, analyzes, integrates, and presents knowledge on various aspects of laws, policies, initiatives, and activities to support science-based decision making and develop, execute, and promote zero waste, a circular economy, and effective materials management policies.

This position also may require up to 5% of the time to fulfill field duties, which may require occasional overnight travel.

Essential Functions (Including percentage of time):

- 20% [Data Analysis & Interpretation]
Analyze, synthesize, integrate, and transform scientific and technical data from all sources into scientifically defensible information through rigorous scientific fact-finding, data analyses, and synthesis into accurate, meaningful information to support science-based decision making and policy development, at the request of the Policy Director, Legislative Office, or other CalRecycle staff or as required in statute or regulation. Apply scientific methods and principles in reviewing and critically analyzing the results of scientific research and technical studies conducted by KIS. Draw sound conclusions and recommend action that will further CalRecycle's vision of a circular economy and lead to less waste generation, more recycling and composting, and less disposal by strengthening CalRecycle programs, policies and initiatives, in areas such as program implementation, source reduction and reuse, material flows, markets for recycled materials, recycling infrastructure, and environmental justice.
Using analytical tools (e.g., GIS, R) to analyze data consistent with best scientific practices, objectively, creatively & effectively to yield meaningful, useful results within critical deadlines. Objectively evaluate the veracity, validity, objectives, accuracy and appropriateness of data sources and any stated conclusions or recommendations made in: Current or prior KIS research; other internal CalRecycle sources; scientific journals; trade publications, documents & CalRecycle publications; experts and expert testimony; searchable databases (freely available or access-fee driven); and stakeholder input and public comments.



- 15% [Methodology Development & Data Collection]
Plan, organize, and carry out scientific research on issues related to the circular economy and materials management in order to improve CalRecycle's knowledgebase to ensure the department has a solid scientific foundation across the entire range of CalRecycle initiatives. Conduct basic and applied scientific research on the entire range of material types, flows, facilities, programs, initiatives, legislative proposals, and policy options open to CalRecycle, including issues related to climate change, recyclability and recycling rates, organics recycling, source reduction, racial equity, and environmental justice. Work collaboratively with CalRecycle staff, Contractors, and other stakeholders to create, modify, and apply scientific methods (using effective research alternatives) such as material characterization studies, needs assessments, targeted assessments, scientific literature reviews, surveys, data mining, and spatial analyses. Manage research projects and contracts effectively and efficiently to yield needed scientifically valid data within project deadlines.
- 15% [Data Organization & Database Management]
Develop and manage necessary databases, and other resources and tools to contain the results of KIS scientific research, data gathering efforts and programmatic data reporting, in order to improve analyses and support policy development efforts. Envision, design and oversee key information repositories, resources and tools (e.g. Data Central, Recycling & Disposal Reporting System (RDRS), Material Characterization data organization, etc.) that inform and further CalRecycle policy objectives and program goals. Identify opportunities to improve the way CalRecycle uses and communicates knowledge to further support CalRecycle policies and to convey scientific and programmatic data effectively to a wide range of stakeholders, including the general public.
- 15% [Stakeholder Engagement & Support]
Support the Policy Director and KIS in managing policy-related projects and programs, as needed. Represent CalRecycle and interact with a wide range of stakeholders, including industry, other government representatives, environmental organizations, and other stakeholders. This will require the incumbent to familiarize themselves with a diverse set of issues related to waste, materials management, climate change, and policy, including recycling markets, organics recycling, and the circular economy.
Develop and maintain cooperative relationships with stakeholders who are key sources of data, information, and policy drivers (such as CalRecycle staff, experts, environmental advocates, industry, lobbyists, other governmental agencies at the Federal, state, and local level, and the general public).
- 15% [Regulatory Development & Special Policy Projects]
Learn and stay up-to-date on information and basic procedures related to legislative and regulatory processes, department programs and responsibilities, standards, goals, and mandates as well as associated implementation measures. Conduct informal and formal regulatory development processes, as needed.
Conduct policy analysis and development efforts on CalRecycle topics, such as disposal/recycling



- 15% [Written and Verbal Presentation of Data, Results, & Other Information]
Prepare reports, white papers, webpages, and presentation materials to present results of scientific research, elucidate topics, and develop meaningful discussions. Organize, prepare, and present the results of scientific research and analyses through clear, accurate and complete data reports and analytical products (e.g. data-rich text, tables, charts, graphs, maps, etc.) to management, other CalRecycle Staff, stakeholders, or the general public, including at public workshops. Remediate documents, presentations, and other work products to ensure compliance with Americans with Disabilities Act (ADA) standards.

Share complex information in clear and effective ways and by facilitating access to data, results, meaningful metrics and information. Translate results of analyses and other data into terms that are understandable and meaningful for the general public. Answer questions on how California manages its resources, materials, flows, facilities, markets, infrastructure, programs, processes and progress. Prepare timely, accurate and complete responses (based on scientific and technical research above) to routine, urgent and/or sensitive information requests from: CalRecycle Director and management team; The Legal, Legislative and Public Affairs Offices; Program staff; Stakeholders and the public.

Marginal Functions (Including percentage of time):

- 5% Assist in the development of section goals, objectives and strategies, and on Policy Office initiatives and other tasks, when needed. Attend administrative meetings and training.

Typical Physical Conditions/Demands:

The job requires extensive use of a personal computer and the ability to sit/stand at desk, utilize a phone, and type on a keyboard for extended periods of time. Ability to lift 15 pounds, bend and reach above shoulders to retrieve files and/or documents.

Typical Working Conditions:

The incumbent works on the 13th floor of 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. 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:

