

Duty Statement

Organization	Name
CalEPA	Vacant
Position Number	Effective Date
812-010-0765-004	
Classification Title	Working Title
Senior Environmental Scientist (Specialist)	Senior Environmental Scientist (Specialist)
CBID	Supervisor
R10	John Elkins, Environmental Program Manager 1

Position Description

The Hazardous Materials Business Plan (HMBP), California Accidental Release Prevention (CalARP), and Area Plan programs are part of the Unified Program that consolidates, coordinates, and makes consistent the implementation of the programs. The Unified Program is implemented at the local government level by Certified Unified Program Agencies (CUPAs), and the Secretary of the California Environmental Protection Agency (CalEPA) has responsibility for overseeing the implementation of the Unified Program. CalEPA also has independent inspection and enforcement authority for the HMBP and CalARP programs.

Under the supervision of the Environmental Program Manager 1, the incumbent is responsible for performing a variety of professional scientific duties and fieldwork that may require technical research, developing regulations for the prevention of chemical accident disasters, application of scientific methodologies and coordination of interagency hazardous material, emergency response and planning activities. These activities are directly related to the CalARP and the HMBP.

The Senior Environmental Scientist (Specialist) serves as a high-level technical expert responsible for leading complex inspection, enforcement, and policy-related activities. The incumbent will plan, lead, and execute high-priority inspection and enforcement activities, provide expert-level guidance support to external stakeholders, and will play a central role in the regulatory development and statewide implementation of the programs.

Field work including inspections and overnight travel required up to 25% of the time.

Appointment of this position is contingent upon the successful completion of enhanced background and security checks.

Position Category

This position is designated as telework eligible. In-person attendance and occasional travel may be required based on the needs of the office. The positions incumbent can telework with a management approved telework agreement and schedule. Satisfactory job performance is required to maintain a teleworking agreement.

Essential Functions

In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. Employees are expected to provide all members of the public with equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.

50% * Program Implementation and Oversight

The incumbent will serve as a subject-matter expert and will lead the development, revision, and implementation of program materials and guidance documents. The incumbent will be a lead in providing regulatory assistance and information to regulated facilities, the public, industry and the legislature. This may include assistance to CalEPA staff, Certified Unified Program Agencies (CUPAs) and/or participating agencies (PAs), stakeholders, and other federal, state, and local agencies involved in the development and implementation of the HMBP, CalARP, and Area Plan programs as set forth under the Unified Programs. General state program oversight may include, but is not limited to, the following: identifying and developing resolutions for technical issues of program implication; developing pertinent issue memorandums for CalEPA management; participating in Unified Program meetings, work groups, committees, and subcommittees; developing and preparing regulatory measures and standards to obtain compliance with laws and regulations; preparing fact sheets, outreach letters, guidance documents, model plans, and procedures; providing training on, but not limited to, the HMBP, CalARP, and Area Plan programs; responding to verbal and written inquiries from stakeholders, including but not limited to the public, governmental agencies, and regulated businesses.

The incumbent will lead rulemaking activities to develop new and amended regulatory language and prepare complex rulemaking packages. This includes developing the initial statement of reason document, the notice of proposed rulemaking, the proposed regulatory text, compiling and responding to oral and written comments, and developing the final statement of reason document. The incumbent will lead public hearings pertaining to rulemaking activities. The incumbent will engage with and meet with stakeholders during pre-rulemaking activities to conduct research and gather pertinent information.

The incumbent will review, research, analyze and develop statutory language. The incumbent will assist in review of new legislative proposals, which influence the HMBP, CalARP, and Area Plan programs.

The incumbent will develop, prepare, and conduct training for local agencies and stakeholders for the HMBP and CalARP programs. This will include providing training to CUPAs

during onsite facility inspections. This will including providing training at the annual Unified Program Training Conference.

30% * **Inspection and Enforcement Duties**

The incumbent will independently plan, lead, organize, and initiate inspection and investigation related activities, which will require the incumbent to travel and work in the field. This includes but is not limited to inspections of regulated Hazardous Materials Business Plan (HMBP) facilities and regulated California Accidental Release Prevention (CalARP) facilities to determine compliance with applicable laws and regulations.

The incumbent may also evaluate complex cases involving alleged illegal activities, conduct targeted inspection initiatives, and serve as the technical lead for multi-agency and multi-media inspections with federal, state, and local agencies.

Inspections and investigations of CalARP facilities will require the incumbent to evaluate technically complex documentation and system, including but not limited to: process safety information including process hazard analyses and operating procedures, mechanical integrity, incident investigations; applicability of industry codes and standards and ensure process are in compliance with recognized and generally accepted good engineering practices (RAGAGEP); process and instrumentation diagrams, material process flow diagrams and piping and instrumentation diagrams; tank integrity and certifications; compliance with air emission standards for process vents and equipment leaks from process vents and air emissions for tanks, surface impoundments, containers, and other applicable processes.

The incumbent will gather and maintain documentary, photographic, and other evidence of inspection findings, including for potential enforcement actions. They will prepare written inspection reports; summaries of violations; affidavits for obtaining inspection or search warrants and statements of facts with detailed descriptions of defendants' alleged violations, evidence, and witnesses. The incumbent will participate in settlement negotiations of enforcement cases and, when necessary, represents CalEPA in the pursuit of administrative, civil, and criminal enforcement actions. They will prepare penalty determinations for evaluation and for enforcement referral to CalEPA counsel, the Office of the Attorney General, or the local City and/or County District Attorney. The incumbent may testify in court as an expert witness. The incumbent will prepare and process consent orders for settling administrative enforcement actions and will prepare final legal enforcement referrals and administrative orders for violations of statutes and regulations.

10% * **Local Agency Oversight**

The incumbent will perform program evaluations of CUPAs and/or PAs for the implementation of the Hazardous Materials Business Plan, California Accidental Release Prevention, and Area Plan programs. These duties include but are not limited to: coordinating evaluation schedules and agendas with other state evaluators and with CUPAs/PAs; prepare for evaluations by reviewing documents and collaborating with other state evaluators; conducting oversight inspections; reviewing CUPAs/PAs files, interviewing CUPAs/PAs staff, conducting closeout discussions and working with other state agencies to complete a Summary of Findings report

listing CUPAs/PAs implementation deficiencies. The incumbent will respond to progress reports from previously evaluated CUPAs/PAs to ensure correction of deficiencies.

Marginal Functions

10% Other Duties as Assigned

The incumbent will perform other duties as assigned. Other duties as assigned may include, but are not limited to: assisting CUPAs/PAs, other state agencies, and federal agencies with inspection and enforcement activities; assist where needed within CalEPA and/or the program; complying with general state and CalEPA administrative reporting requirements (i.e. completion of time sheets, project time reporting, travel requests and reporting, travel expense claims work plans, training requests, individual development plans, etc.); attendance at staff meetings; and any other related duties required to fulfill the CalEPA mission, goals, and objectives.

****These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.***

Special Requirements

This position is subject to a satisfactory background check prior to appointment and every seven years thereafter.

Employee/Supervisor Statement

I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation.

Employee

Signature: _____ Date: _____

Print Name: _____

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

Supervisor

Signature: _____ Date: _____

Print Name: _____