

DUTY STATEMENT☒ **CURRENT**☒ **PROPOSED**

RPA Number: HRC0001108	Classification/CBID: Senior Environmental Scientist (Specialist) / R10	Position Number: 810-912-0765-009
Incumbent Name:	Working Title:	Effective Date:
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Program/Division: Hazardous Waste Management Program / Enforcement and Emergency Response Division	Branch/Section/Unit: Berkeley CUPA Support / CUPA Training Unit	Reporting Location: Berkeley
Supervisor's Name: Christopher Thomas	Supervisor's Classification: Senior Environmental Scientist (Supervisory)	Position Telework Eligible: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Confidential Designation: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Designated Position for COI: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Position Designated Bilingual: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Supervision Exercised: <input type="checkbox"/> None <input checked="" type="checkbox"/> Lead <input type="checkbox"/> Managerial <input type="checkbox"/> Supervisory		

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.

Equity Statement

The Department of Toxic Substances Control (DTSC) values diversity, equity, and inclusion throughout the organization. We foster an environment where employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. We believe the diversity of our employees is essential to inspiring innovative solutions. Together we further our mission to protect California's people and environment from harmful effects of toxic substances by restoring contaminated resources, enforcing hazardous waste laws, reducing hazardous waste generation, and encouraging the manufacture of chemically safer products.

Position Description

The Enforcement and Emergency Response Division (EERD) is responsible for conducting inspections, investigations and enforcement activities related to hazardous waste management, and providing technical and enforcement support to federal, state, and local agencies, and the regulated community involved with these activities.

Under the direction of a Senior Environmental Scientist (Supervisory) in the Berkeley Regional Office, the Senior Environmental Scientist (Specialist) is assigned sensitive and complex projects associated with the Certified Unified Program (CUPA) Training and Assistance Unit and provides support to the CUPA Support Branch and the Enforcement and Emergency Response Division (EERD). The Senior

Environmental Scientist (Specialist) works independently in teams or as a team leader, acts as technical and program consultant to all levels of the Department and external entities and individuals, conducts inspections, investigation, and enforcement activities, and develops, develops, implements and tracks technical trainings. Specific duties include, but are not limited to, the following:

Essential Functions (Including percentage of time):

25%	<p><u>Unified Program Support and Oversight</u></p> <p>Plans, organizes, and initiates the most complex, sensitive, and difficult work of the Certified Unified Program Agencies (CUPA) Training and Assistance Unit to ensure effective training and assistance in the areas of hazardous waste management and tiered permitting is provided to the CUPAs and to the CUPA Support Branch personnel; develops training strategies and workplans in collaboration with CUPAs and DTSC staff; develops, reviews and implements trainings to the CUPA and DTSC staff; establishes and maintains working relationships with other local and State agencies in the Unified Program to ensure that effective training and technical assistance is provided to the CUPAs; provides training to CUPAs and industry at forums, meetings, and annual conferences; and provides regulatory assistance to the public and private sector by responding to requests concerning the Unified Program, hazardous waste generator requirements, tiered permitting standards, and universal waste standards.</p>
25%	<p><u>CUPA Training Program Lead</u></p> <p>Serves as the lead in coordinating and communicating technical training information to CUPAs, EERD, and California Environmental Protection Agency (Cal/EPA) Boards, Departments and Offices (BDOs), plus coordinating with and assisting the EERD Enforcement Performance Management Branch on training development and delivery. Develops training curriculum and provides training in person and virtually; plans and facilitates meetings where training and technical support are provided; acts as lead for training topic identification and resolution; tracks all training for RCRA report; provides updates to the supervisor in weekly reports; coordinates with Cal/EPA concerning enforcement and CUPA training; and serves as a contact for EERD regarding CUPA technical training. Prepares updates and briefings for DTSC management on hazardous waste and tiered permitting-related trainings and support provided to the CUPAs and the private sector. Represents EERD on internal and external training coordination committees. Administers training needs assessment and conducts analyses of the CUPA Inspector Training Program and reports recommendations for improvements to DTSC management. Performs other training-related duties as assigned.</p>
15%	<p><u>Conducts Complex Inspections and Investigations</u></p> <p>Plans, organizes, and initiates the most complex, sensitive, and difficult field inspection and investigation related activities including, but not limited to: serves as a lead to a team of Environmental Scientist and other staff conducting investigations of lesser complexity; conducts inspections of hazardous waste generators, transporters, electronic waste handlers, electronic waste recycling facilities, metal shredder facilities, metal recycler facilities, metal platers and handlers of certain products with hazardous materials, mercury thermostat collection facilities, and treatment, storage, and disposal facilities to determine compliance with hazardous waste control laws and regulations; investigates complaints of alleged illegal hazardous waste activities; evaluates material process flow diagrams and piping and instrumentation diagrams in assessing the generation of hazardous waste and adequacy of storage and treatment systems and disposal practices; reviews tank integrity assessments and certifications (including secondary containment structures), waste determinations and analytical results, recycling methods, and land disposal restriction data, and the interpretation thereof; reviews compliance with air emission standards for process vents and equipment leaks from process vents and air emissions for tanks, surface impoundments and containers; and compliance with state and federal exemptions and exclusions regarding hazardous waste. Investigates complaints of alleged illegal hazardous waste activities involving the most difficult, legal, technical, and/or policy issues, including but not limited to: equivocal statutes; multi-media and/or multi agency activities; and complex and difficult extensive surveillance and/or evidence gathering. Coordinates and conducts joint and/or multimedia field inspections with federal, other state, and local agencies. Reviews and evaluates</p>

	work plans and reports, including but not limited to, permit modifications, soil remediation plans, and tank integrity assessments to return violators to compliance. Gathers and maintains documentary, photographic, and sample evidence of inspection findings. Collects and transports samples as needed.
10%	<u>Enforcement Related Activities</u> Conducts settlement negotiations of enforcement cases and, when necessary, represents DTSC in the pursuit of administrative, civil, and criminal enforcement actions. Prepares penalty determinations and rationale for evaluation and ultimately for enforcement referral to DTSC's Office of Legal Counsel, the Office of the Attorney General, or the local City and/or County District Attorney. Coordinates case development with prosecuting attorneys and related agency staff. Testifies in court as a percipient or expert witness. Prepares and processes consent orders for settling administrative enforcement actions. Prepares final legal enforcement referrals and administrative orders for violations of state statutes, regulations, and permit requirements.
5%	<u>Inspection Reports and EnviroStor</u> Prepares 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. Maintains and reviews project files for inspection and enforcement projects to allow for appropriate public access while maintaining required confidentiality. Inputs inspection, investigation, and enforcement information into EnviroStor Inspection, Complaint and Enforcement database as it occurs in a timely fashion and completes other program data and reporting requirements necessary for program implementation and management. Prepares pre- and post-inspection Health and Safety documents.
5%	<u>Administrative Duties</u> Performs administrative duties including, but not limited to: adheres to Department policies, rules, and procedures; ensures compliance with appropriate bargaining unit contract; submits administrative requests including leave, overtime, travel, and training in a timely and appropriate manner; accurately reports time in the Daily Log system and submits timesheets by the due date.
Marginal Functions (Including percentage of time):	
5%	<u>Inspection/Enforcement Regulations, Policies, and Procedures</u> Collaborates and communicates, as a lead, with necessary staff from DTSC and other CalEPA BDOs to identify regulatory or statutory changes and drafts language to create or update internal policy and procedure documents, template documents, process maps, and guidance. Identifies, develops, and provides technical training for staff to implement new or updated statutes, regulations, policies, procedures, and guidance documents.
5%	<u>Regulatory Assistance, Review and Development</u> Provides regulatory assistance to facilities regulated under state and federal hazardous waste laws and regulations and prepares responses to the public, industry and the legislature about current hazardous waste management regulatory issues and its implementation of the Unified Program. Participates in DTSC workgroups developing new regulatory packages that are technically sound and prepared in a clear, concise style. Participates in public hearings on proposed regulations and reviews and responds to public comments generated from public hearings. Reviews and comments on draft regulatory packages.
5%	<u>Other Related Duties</u> Other related duties include but are not limited to: reviews and comments on departmental guidance policies and procedures. Attends job-related departmental meetings. Coordinates with other Senior Environmental Scientists and unit supervisors throughout the branch and division to develop and maintain consistent policies, procedures and specifications. Attends job-related trainings as required.
Consequences of Error: (if applicable)	
Typical Physical Conditions/Demands:	
The work typically requires sitting for prolonged periods while reading, writing, typing, and participating in meetings. The position requires bending and stooping. The job requires extensive use of a personal	

computer and the ability to sit/stand at a desk, utilize a phone, and type on a keyboard for extended periods of time. It may be required to stand, bend, squat, reach, grasp and pick up items consistent with office work. The Senior Environmental Scientist (Specialist) is in frequent contact with internal and external stakeholders via telephone, videoconferencing, and electronic mail.

This is a field inspection position. Personal safety awareness is critical and adhering to DTSC health and safety policies and procedures is required.

The Senior Environmental Scientist completes and maintains Hazardous Waste Operations and Emergency Response (HAZWOPER) certification to perform hazardous waste field work, which includes the initial 40-hour HAZWOPER required training and annual 8-hour HAZWOPER refresher classes. Prior to employment, medical clearance approved by the State Personnel Board is required. The Senior Environmental Scientist (Specialist) wears personal protective equipment including a self-contained breathing apparatus and/or an air purifying respirator and is able to wear equipment weighing as much as 30 pounds. The Senior Environmental Scientist (Specialist) maintains compliance with all the Health and Safety field work certification.

The Senior Environmental Scientist (Specialist) travels on short notice, overnight and for multiple days and gets to their duty station (e.g., facility to be inspected) independently. Enrollment in the DMV Pull Program and a valid California Driver's License are required. Driving to sites and off-site meetings is required. If travel is required, it will be by State owned vehicle or a commercial carrier or vehicle, whichever method is in the best interest of the State. The Senior Environmental Scientist (Specialist) may be required to work in situations which have the potential for exposure to hazardous substances and/or hazardous waste. The Senior Environmental Scientist (Specialist) may be required to conduct field work in rough and uneven terrain.

Typical Working Conditions:

Works in multi-story building, in a cubicle office setting using a variety of office equipment, e.g., computers, telephones, copiers, etc., with artificial light and temperature control, and attends meetings in similar settings. Performs duties in close proximity with other employees and is in frequent contact with internal and external stakeholders in person and via telephone, videoconferencing, and electronic mail. On as as-needed basis, travels on short notice, overnight and for multiple days and gets to their duty station (e.g., facility to be inspected) independently. A telework schedule may be available (the incumbent will be expected to be available through various platforms throughout the day to communicate on work related activities). The work schedule is from 8:00 a.m to 5:00 p.m. Monday through Friday. Travel may be required locally and within the state. If travel is required, it will be by commercial carrier or auto, whichever method is in the best interest of the State. This position will have daily contact with DTSC staff, external state, and federal agencies, and local government representatives, and the public either in person, via email/telephone, or videoconferencing.

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 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?	<input type="checkbox"/> YES <input type="checkbox"/> NO
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Employee Name	Employee Signature	Date

HUMAN RESOURCES BRANCH USE ONLY:

☒ Duties meet class specifications and allocation guidelines.

☐ Exceptional allocation, STD 625 on file.

Analyst initials: SB Date Approved: 1/5/2026

Revision Date (if applicable): Click or tap to enter a date.