

DUTY STATEMENT

CURRENT

PROPOSED

RPA Number: HRC0001125	Classification/CBID: Sup Hazardous Substances Engineer I /S09	Position Number: 810-511-3724-501
Incumbent Name:	Working Title: Chief, Corrective Action/Closure Activities Unit	Effective Date:
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Program/Division: Site Mitigation and Restoration Program/Exide	Branch/Section/Unit: Exide Facility	Reporting Location: Commerce
Supervisor's Name: Mehdi Bettahar	Supervisor's Classification: Environmental Program Manager I (Managerial)	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 type="checkbox"/> Lead <input type="checkbox"/> Managerial <input checked="" 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

Under the general direction of the Environmental Program Manager I (Supervisory) (Branch Chief) of the Exide Branch, the Supervising Hazardous Substances Engineer I (Unit Chief) manages and supervises the technical and administrative staff of the Onsite Cleanup/Closure Activities Unit and is responsible for directing, overseeing, tracking and reviewing the work conducted by Unit staff. The Unit Chief also conducts specific technical and administrative projects as directed by the Branch Chief. Specific duties include, but are not limited to:

Essential Functions (Including percentage of time):

35%	Program Coordination and Consultative Services Reviews, approves and tracks the project work of engineering geologist, engineering, and scientist staff performing activities related to the closure and cleanup of the Exide Technologies facility located in Vernon, CA. Provides engineering expertise to staff in the cleanup and remediation of hazardous waste releases; guidance to staff in the evaluation of characterization and remediation
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	<p>plans and specifications for the locations undergoing cleanup and/or closure; guidance to staff on evaluating compliance with regulations related to environmental monitoring and enforcement follow-up; and coordinates with other branch staff within DTSC to ensure statewide consistency on investigative and remediation process and procedures. Provides regulatory oversight on field activities, such as drilling, sample collection, remote sensing, remedial pilot testing, corrective action implementation, and well abandonment to ensure compliance with applicable standards and requirements. Coordinates with other programs in DTSC, including Office of Communications and Office of Legal Affairs, to maintain priority on various program activities related to Exide.</p>
<p>20%</p>	<p>Performance Measures Develops and updates work plans, schedules, commitments, and monitors program activities, in conjunction with the Branch Chief, to facilitate program performance goals, performance measures, and ensure schedules are met. Verifies EnviroStor data is accurate and up-to-date, reviews EnviroStor commitments on a monthly basis and ensures the accurate preparation of tracking reports. Works with staff to develop remediation schedules and milestones for assigned projects; meets with staff to review the progress of remediation work; provides regulatory and policy direction to staff's remediation decisions; and assists in the resolution of technical issues impeding work progress, when necessary</p>
<p>10%</p>	<p>Personnel Management, Supervision and Development Develops and maintains work plans, schedules, commitments, and monitors program activities, in conjunction with the Branch Chief and the Assistant Deputy Director, to ensure that program performance goals, performance measures, and schedules are met. Prepares reports for use by the Cleanup Program for monitoring and development of staff performance measures; evaluates staff abilities, skills, and performance; provides regular feedback and guidance as needed and gives performance evaluations to identify strengths and areas for improvement; plans the professional training and development of subordinate staff; develops mentor relationships within the unit to ensure that staff achieves their career objectives and guidance necessary for engineers to obtain their professional registrations; and facilitates achievement of DTSC equal opportunity objectives. Plans, organizes, directs, and provides managerial review of the work performed in the Unit. Provides regular and timely written performance appraisals to staff. Counsels staff and initiates disciplinary actions as necessary. Recruits, hires, trains, develops, and provides leadership to staff. Complies with state and federal laws, rules, regulations, bargaining unit contracts and policies in all personnel practices, including, but not limited to: hiring, employee development, and management. Identifies appropriate long-range plans and goals to address succession planning and knowledge transfer.</p>
<p>10%</p>	<p>Regulation, Policy, and Guidance Assists in developing and providing regulatory input to various DTSC programs on environmental practices, policy and procedures, program focus areas, technical protocols, guidance documents, and legislative and regulatory proposals related to Exide or hazardous waste sites in general. Prepares and coordinates documents, participates in public workshops, responds to comments, interacts with industry, environmental groups, and other governmental agencies, and advises program management on issues related to DTSC's role in the remediation of the Exide site and other contaminated sites. Conducts meetings with state, local, federal and internal experts to obtain information necessary to prepare recommendations and concepts for policies, procedures and standards at the Exide and other sites.</p>
<p>10%</p>	<p>Field Work Support Monitors and supports the performance of field work at the Exide Technologies facility performed by staff, facility owners, and contractors to assure compliance with corrective action and closure plans hazardous waste control laws as they apply to the facility. Supervises staff to develop and follow standards and procedures for corrective action and closure for RCRA and CEQA compliance related to investigating, sampling, monitoring, and remediating of soil, groundwater, and bedrock for the presence of contaminants at specific sites.</p>
<p>5%</p>	<p>Presentations and Technical Assistance Makes presentations to public forums, public officials, and external public agencies on issues pertaining to the closure and cleanup of Exide and other sites. Participates in external technical</p>

	workgroups and scientific forums to exchange information, stay current on scientific and engineering developments, and contributes to the development of new technical standards pertaining to various aspects of hazardous waste management and the cleanup process. Provides assistance for legal proceedings pertaining to engineering issues and participates in negotiations and litigation, as necessary.
5%	<p>Administrative Duties</p> <p>Performs administrative duties including but not limited to: adheres to Department policies, rules, and procedures; 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 time sheets by the due date. Frequent communication and collaboration with the Deputy Director.</p>
Marginal Functions (Including percentage of time):	
5%	<p>Other Related Duties</p> <p>Conducts meetings with state, local, federal, and internal experts to obtain information necessary to prepare recommendations and concepts for policies, procedures, and standards. Other related duties as assigned.</p>
Consequences of Error: (if applicable)	
<u>Administrative Responsibilities for Supervisors and Managers</u>	
Performs the full range of supervisory and management duties, including, but not limited to: interprets and adheres to state and federal laws, rules, regulations, bargaining unit contracts and policies in all personnel practices; provides direction and guidance regarding work assignments and daily work activities to ensure timely completion of assignments; reviews work and evaluates performance of staff by providing regular feedback and completing timely probationary reports, annual performance appraisals, and individual development plans; monitors employee performance and, if necessary, utilizes progressive discipline principles and procedures; completes personnel documentation and utilizes competitive hiring process; approves or denies administrative requests including leave, overtime, travel, and training.	
Typical Physical Conditions/Demands:	
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 incumbent may transport office equipment or boxes with the use of a hand truck or pushcart. The incumbent may be required to lift up to 30 pounds and occasionally stand, bend, squat, reach, grasp, or kneel for long periods.	
Typical Working Conditions:	
The incumbent works up to 40 hours per week, Monday through Friday, in an office setting with artificial and natural light and temperature control and attends meetings in similar settings. A telework schedule is 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 Monday through Friday. Occasional travel may be required in single day increments to downtown Sacramento or to vendor locations. If travel is required, it will be by commercial carrier or auto, whichever method is in the best interest of the State.	
Special Requirements of Position (Check all that apply):	
<input type="checkbox"/> Duties performed may require pre-employment and/ or routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.). <input type="checkbox"/> Duties require participation in the DMV Pull Notice Program. <input type="checkbox"/> Performs other duties requiring high physical demand. (Explain below) <input type="checkbox"/> Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles. <input type="checkbox"/> Other (Explain below)	

Explanation:

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: 1/21/2026

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