



DUTY STATEMENT

CURRENT

PROPOSED

RPA Number: 25-132/25-199	Classification Title: Environmental Scientist	Position Number: 835-536-0762-002 835-535-0762-002
Incumbent Name:	Working Title: Environmental Scientist	Effective Date:
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: DiCE / Product Stewardship Branch	Section/Unit: Product Stewardship Section 2 / Packaging EPR Unit 2	Reporting Location: 1001 I St, Sacramento, CA 95814
Supervisor's Name: Priya Balasubramaniam Curie Canuela	Supervisor's Classification: Senior Environmental Scientist (Supervisory)	CBID: R10
Confidential Designation: <input checked="" type="checkbox"/> YES <input 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 direction of the Senior Environmental Scientist (Supervisory) in the Product Stewardship Branch, the Environmental Scientist performs a variety of scientific and technical work related to CalRecycle's product stewardship program oversight activities. Specifically, the incumbent contributes to a team overseeing statewide product stewardship programs, ensuring that materials and products covered under the program are collected and properly managed in California. The incumbent independently performs assigned environmental and natural resource management analyses, research, surveys, investigations, and studies; interacts with a variety of internal and external interested parties; writes reports; prepares regulatory and compliance documents; prepares correspondence and answers questions from the public; drafts regulations, prepares and reviews rulemaking documents, and plans and presents at public workshops, or other program specific events (i.e., informational meetings, etc.); and conducts other work related to CalRecycle's oversight of product stewardship programs. The incumbent performs a variety of scientific tasks, including varied and complex analytical assignments; provides consultative technical advice and assistance, outreach, and education to various federal, state, and local government entities and agencies, as well as non-governmental organizations, businesses, and other external entities. The incumbent coordinates complex research and environmental investigation projects, conducts economic analyses, and participates in strategic planning, contract oversight, and policymaking working groups as directed. The incumbent applies scientific methods to evaluate product stewardship programs, analyze data to assess performance, and make informed recommendations for continuous improvement.

Daily proficiency in the use of office equipment and the Microsoft Office Suite is required. This position may involve travel throughout the state approximately 5% of the time. The incumbent must have a current California Driver's License and participate in the Department of Motor Vehicles (DMV) Employer Pull Notice Program.

Employees in Range A are entry level and work under direct supervision performing the least complex scientific work. Employees in Range B are intermediate level and work under general supervision, performing moderately complex work. Employees in Range C are journey person level and work independently, performing the most complex work.

Essential Functions (including percentage of time):

- 35% Conduct a variety of scientific professional duties, as part of an integrated, cross-divisional team, to implement CalRecycle's responsibilities under product stewardship laws and provide oversight to the stewardship organizations (also called producer responsibility organizations, program operators, or related terms in specific laws) that implement California's product stewardship programs. Develop project timelines to meet statutory, regulatory, or assigned deadlines. Plan, coordinate, facilitate, and participate in meetings and follow-up activities. Provide consultative advice to various governmental entities and agencies. Coordinate with and respond to inquiries from interested parties, including, but not limited to: stewardship organizations, producers, manufacturers, covered entities, retailers, recycling processors, local jurisdictions, haulers, other regulated entities, and other state agencies, to ensure



Incumbent: Vacant
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effective communication and program implementation. Prepare and deliver effective presentations for CalRecycle decision makers, other state agencies, business and professional organizations, and other entities. Draft various written materials, including policy briefing documents, requests for director action, education and outreach materials, correspondence, fact sheets, and other technical information. Analyze, prepare, and review documents, both internal and those submitted by external entities, to ensure compliance with web accessibility requirements. Review, analyze, and evaluate stewardship plans, plan amendments, independent audits, program budgets, exemption applications, reports, and other notices, correspondence, and information regarding program implementation. Document analysis in clear, complete, and technically accurate reports, prepare briefing papers and presentations, and conduct executive briefings. Monitor implementation and progress of product stewardship programs. Establish processes and procedures to coordinate, develop, and maintain cooperative and collaborative relationships with interested parties, including stewardship organizations, to ensure effective communication, oversight, and program implementation. Conduct rulemaking to adopt regulations to implement statute, in consultation with other state agencies, if applicable, including, but not limited to: scheduling and leading informal and formal public rulemaking workshops and hearings; developing regulatory concepts; drafting regulatory language; preparing and conducting presentations; posting draft and final documents; developing outreach materials to maximize public participation; completing technical and completeness reviews of all rulemaking documents, compiling rulemaking binders, and providing informational briefings as necessary.

- 30% Conduct research and analysis of product stewardship programs and policies in California, other states, nationally, and internationally, and complete scientific and technical evaluations to assess their environmental, economic, public health, and social impacts. Establish metrics and recommend best practices for successful program oversight, including recommendations for state- and region-wide models that would improve reuse, recycling, and/or appropriate product management. Research the regulatory landscape, existing and emerging processing infrastructure, technologies, and reuse and recycling markets, as applicable, to the stewardship program materials and products. Prepare clear, complete, and technically accurate written reports, memoranda, presentation materials, conference proceedings documents, technical/trade journal articles, website content, and correspondence regarding CalRecycle's product stewardship and materials management activities. Prepare materials for and/or present in workshops, conferences, training sessions, and technical presentations to internal (e.g., executive management) and external interested parties to support effective implementation and oversight of product stewardship programs. Conduct methodical scientific review of legislative bills, provide input, data, technical and scientific legislative analyses, fiscal analysis, and provide recommendations to management on bills relating to products and materials management, product stewardship, and other relevant issues. Identify relevant interested parties, fiscal impacts, health and safety issues, and programmatic issues. Develop legislative language and recommendations to management for policy and legislative proposals in support of CalRecycle's strategic directives. Provide analysis to support the director's decisions regarding appointing members to an advisory body, board, or committee;



provide administrative support for advisory group’s meetings; and/or and monitor advisory group’s activities, as applicable to the product stewardship programs you are assigned to work on.

20% Coordinate with other CalRecycle divisions, offices, and branches, non-governmental organizations, and industry to further CalRecycle’s efforts and initiatives related to product stewardship policies and programs. Apply scientific methods to solve complex scientific problems affecting California’s waste streams and environment, collect and analyze scientific and environmental data, conduct scientific literature reviews, develop scientific investigatory methods, and conduct surveys. Develop and manage databases to collect, track, and analyze data, including tracking product stewardship program effectiveness, managing forms, and facilitating data submittal. Participate in cross-program and cross-agency teams or working groups to build and support a circular economy by researching and analyzing product stewardship program materials and products to further CalRecycle’s efforts and initiatives related to product stewardship. Develop educational tools, conduct and participate in workshops, and perform outreach to inform the public and regulated community about the implementation of product stewardship programs and its activities. Prepare and review scientific and technical reports, articles, fact sheets, displays, presentations, and correspondence relating to product stewardship programs. Conduct research and apply scientific methods and principles to assess and evaluate the recycling and product management issues of product stewardship programs with immediate and long-range impacts, and provide input, data, analysis, and recommendations to management on the development of broad policy, innovative strategies, and/or legislative proposals to address programmatic challenges and waste management concerns.

10% Coordinate extensively with cross-section and cross-division teams within CalRecycle to implement CalRecycle’s responsibilities under the law, including, but not limited to: invoicing CalRecycle’s costs, providing program oversight, conducting audits of stewardship organizations, and analyzing program convenience. Coordinate, assist, maintain, and develop content for CalRecycle’s product stewardship and other related web pages. Maintain a dedicated email update system and shared email account and regularly monitor and respond to inquiries from interested parties. Participate in Section and Branch meetings to foster information sharing across units and sections, address shared priorities and common issues, and identify solutions to problems.

Marginal Functions (Including a percentage of the time):

5% Manage CalRecycle-sponsored contracts and/or memberships, as necessary. Provide scientific technical assistance to CalRecycle’s Office of Public Affairs on media requests, stories, and Agency communications related to product stewardship programs.

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. Ability to lift 15 pounds, bend, and reach above



the shoulders to retrieve files and/or documents.

Typical Working Conditions:

The incumbent works in a high-rise office building in an enclosed 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:



DUTY STATEMENT

Incumbent: Vacant
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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 with 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.)*

Employee Name	Employee Signature	Date