

DUTY STATEMENT

CURRENT

PROPOSED

RPA Number: HRC0001199	Classification/CBID: Environmental Scientist	Position Number: 810-970-0762-040
Incumbent Name:	Working Title:	Effective Date:
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Program/Division: HWMP/Office of Policy	Branch/Section/Unit: Regulatory Information and RCRA Implementation Branch/RCRA Policy Unit	Reporting Location: Headquarters
Supervisor's Name: Ricardo Rivera	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 checked="" type="checkbox"/> None <input 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

Under the close supervision of a Senior Environmental Scientist (Supervisory) at the range A level, under the general supervision of a Senior Environmental Scientist (Supervisory) at the range B and under the general direction of a Senior Environmental Scientist (Supervisory) at the C level, the Environmental Scientist is responsible for developing regulations that govern hazardous waste management practices, and for evaluating and researching the effectiveness of existing requirements as applied through California and federal requirements.

Essential Functions (Including percentage of time):

30%	Regulation Development and Research Evaluates the required federal rules with a scientific and or technical basis by conducting and
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	<p>documenting an analysis of the proposed and final rules as written in the Federal Register, RCRA checklist, and any U.S. EPA created resources. Analyzes and documents current requirements in the California Code of Regulations and the Health and Safety Code to see that California standards are equivalent to parallel federal standards; works with attorneys to seek concurrence with analysis. Develops regulations and/or statutory requirements in coordination with the Associate Governmental Program Analysts (AGPA) for any requirements for which California is less stringent to maintain equivalency with federal requirements, works with attorneys to consult with and reviews proposed regulatory and/or statutory changes. Develops outreach materials in coordination with the AGPAs for the new requirements so that the regulated community is informed of what they will be required to comply with and responds to questions from local government and industry regarding implementation in California. Develops the authorization application package in coordination with AGPAs and attorneys for review by U.S. EPA. Researches past DTSC decisions and correspondence, statutes, legislative analyses, regulations, rulemaking documents, information related to industrial practices, as well as scientific literature related to chemistry and chemical reactions, to ensure that the regulation is supported by sound science and is consistent with the objectives and policies of DTSC and the Hazardous Waste Management Program (HWMP).</p>
<p>20%</p>	<p><u>Regulation Package Development</u> Prepares regulation package that includes Statement of Reasons (both Initial and Final), Public Notices, plain language Fact Sheets, Response to Comments, and supporting documents that adequately assess environmental impacts, as well as fiscal and economic impacts of the proposed regulations; prepares regulation packages in accordance with the Administrative Procedures Act, the California Environmental Quality Act and the Hazardous Waste Control Law Requirements. Develops regulations that impose requirements and standards on regulated businesses that handle hazardous wastes in conformance with RCRA requirements and standards, and based on an in-depth understanding of the industry, the industrial processes employed, and the chemical and physical properties of the chemical substances used by the regulated businesses. Develops regulations for management practices associated with hazardous waste transportation, treatment, storage or disposal technologies.</p>
<p>30%</p>	<p><u>Issue Identification and Resolution Development</u> Conducts scientific research and evaluations, independently or in a coordinated effort with other Programs or DTSC staff in response to Stakeholder inquiries: current and emerging waste management and environmental protection trends and practices; impacts on the environment, economy, society, and public health to provide public policy recommendations for management consideration; issues affecting any aspect of HWMP, including industrial trends and chemical usage to identify areas where additional hazardous waste regulations may be needed, and data trends from Hazardous Waste Tracking System (HWTS) to inform policy-making decision for HWMP and in support of HWMP Projects. Prepares reports, memos, issue papers or executive summaries outlining the research conducted and recommendations for consideration by HWMP management. Prepares action plans or takes other actions to implement the recommendations, including but not limited to, develops legislative proposals, regulations, or budget change proposals.</p>
<p>10%</p>	<p><u>Legislation Support</u> Reviews and analyzes proposed legislation that affects HWMP, evaluates bills and develops bill language to ensure the passed bill can be adequately implemented as envisioned by the Legislature. Prepares proposals for legislative changes that enable HWMP to carry out its objectives and policies.</p>
<p>5%</p>	<p><u>Administrative Duties</u> 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 timesheets by the due date.</p>
<p>Marginal Functions (Including percentage of time):</p>	

5%	<p><u>Other Related Duties</u></p> <p>Other related duties include but are not limited to; assists in the development and presentation of HWMP or DTSC related scientific and technical information and training materials; training materials about HWMP or DTSC issues or programs to interested industries and businesses; other federal, state, and local agencies. Drives to regulated community sites to conduct on-site inspections and record reviews to secure or verify information regarding compliance with hazardous materials laws and regulations. Attends job-related training as needed; attends job-related meetings as required.</p>
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Typical Physical Conditions/Demands:

The job requires extensive use of a personal computer and the ability to sit/stand at a desk, utilize typical office equipment including, but not limited to, telecommunications equipment, photocopiers, and fax machines. The Environmental Scientist is in frequent contact with internal and external stakeholders via telephone, videoconferencing, and electronic mail.

The Environmental Scientist completes and maintains field certification such as, 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. The incumbent maintains compliance with all other Health and Safety field work certification including, but not limited to annual medical monitoring, biennial first aid/CPR/AED training, and defensive driving training. The Environmental Scientist maintains compliance with all the Health and Safety field work certification.

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 Environmental Scientist may be required to work in situations which have the potential for exposure to hazardous substances and/or hazardous waste. The Environmental Scientist may be required to conduct field work in rough and uneven terrain.

Typical Working Conditions:

The Environmental Scientist works inside a multi-story office building, in an enclosed, non-windowed office cubicle in a smoke-free environment and will use typical office equipment including, but not limited to, computers, telecommunications equipment, photocopiers, and fax machines. The Environmental Scientist works 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. Normal work hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. An alternative work schedule, or telework schedule, may be authorized on a case by case basis but must be consistent with DTSC alternative work schedule policies and practices. The Environmental Scientist may travel locally and within the state on short notice, overnight, and for multiple days.

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: 4/10/2026

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