



DUTY STATEMENT

☐ CURRENT

☒ PROPOSED

RPA Number: 25-265	Classification Title: Senior Environmental Scientist (Specialist)	Position Number: 835-813-0765-001
Incumbent Name:	Working Title: Senior Environmental Scientist (Specialist)	Effective Date:
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: WPCMD	Section/Unit: Product Stewardship Compliance Branch	Reporting Location: Sacramento
Supervisor's Name: Maryam Khosravifard	Supervisor's Classification: Environmental Program Manager II	CBID: R10
Confidential Designation: ☐ YES ☒ NO	Designated Position for Conflict of Interest: ☒ YES ☐ NO	Position Telework Eligible: ☒ YES ☐ NO
Supervision Exercised: ☒ None ☐ Lead ☐ Managerial ☐ 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) in dealing with the public, management, and 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 general direction of the Environmental Program Manager II (Supervisory) (EPM II) in the Product Stewardship Compliance Branch, the Senior Environmental Scientist (Specialist) will act as a lead technical expert on the product stewardship compliance programs. The incumbent performs difficult, complex, sensitive scientific and technical duties related to CalRecycle's product stewardship compliance, including environmental and materials management research, analyses, investigations, and enforcement. The incumbent utilizes principles of scientific research, physical and environmental sciences, and statistical analysis, along with expertise in integrated waste management, industry economics, public health, and resource management. Responsibilities include assessing and enforcing regulations, reviewing and analyzing technical documents, evaluating operations and monitoring records, and conducting inspections and compliance assessments. The incumbent is responsible for determining the significance of violations and their general effect on public health, safety, environmental justice, and the environment for the program. Key duties include providing training and mentoring of staff in the determination of compliance with state minimum standards, offering technical expertise on evaluation and enforcement matters; reviewing findings and reports for technical adequacy; and ensuring that enforcement information in the Department's databases has been accurately input by staff. Additional duties include process development, monitoring, and evaluation to support various functions of the branch. The incumbent will independently identify problems, develop courses of action, and conduct investigations and studies that yield information and recommendations to improve the department's oversight of product stewardship compliance programs. Additionally, the incumbent will play a key role in the development and implementation of new enforcement programs related to products with extended producer responsibility (EPR) and product stewardship requirements.

This position involves traveling throughout California involving multiple, consecutive days away from the office and overnight stays. The incumbent must have a current California Driver's License and participate in the Department of Motor Vehicles (DMV) Employer Pull Notice Program.

ESSENTIAL FUNCTIONS (INCLUDING PERCENTAGE OF TIME):

- 40% Serve as a lead technical, policy, and enforcement expert on product stewardship compliance programs, laws, and principles. Provide technical advice on management in difficult cases by meeting directly with business/facility operator representatives to evaluate compliance issues pertaining to a specific entity and help develop resolutions, take enforcement action, and prepare appropriate documentation as necessary pursuant to applicable provisions of the Public Resources Code (PRC) and California Code of Regulations (CCR). Act as the Department's primary enforcement liaison to the regulated entities; interpret and implement existing and proposed environmental laws and regulations, program policies, and program evaluations and reporting to fairly enforce PRC and CCR requirements; review and comment on submitted stewardship plans, annual reports, and certifications to determine compliance with the law; and, through office and field evaluations, apply scientific methods and principles to identify, research, and conclude whether producers, retailers, or facilities comply with applicable laws. Providing assistance in the preparation of proposed decisions for noncompliant businesses and facilities; supporting the publication of noncompliant entity lists on the Department's website; and consulting with and advising other agencies and institutions engaged in related regulation and investigations. Travel, throughout the State, will be required to support this essential function.
- 35% Provide support to the EPM II in the development and proposal of improvements to the operation of the branch, sections, and units, and policy issues through business practices, statewide guidance documents, budgetary, statutory, and regulatory documents. Mentor and support staff's technical expertise, analytical capacity, and regulated entities, and other CalRecycle programs. When staff are not available to conduct required inspections, or for complex situations, the SES (Specialist) is responsible for conducting the inspection and related enforcement work. Evaluate information to improve program oversight by researching and developing metrics, best practices, and models. Monitor market trends, emerging recycling technologies, and laws affecting recycled commodities. Develop scientific expertise in existing specification and standard setting organizations and the products and materials addressed.



Participate in scientific and regulatory workshops, conferences, and training sessions to gain and share expertise on product stewardship and related environmental issues.

- 10% Conduct scientific research and investigations necessary for policy development within stewardship compliance programs, and future extended producer responsibility (EPR) programs. Such policy recommendations will be developed in consultation with the EPM II, and other pertinent sections and units of the Department, prior to presentation to the Executive Office, Legislature, general public, and the regulated communities. Confer with the EPM II on all written reports, issues, memoranda, public hearing items and correspondence prior to submittal to the Branch Chief, Deputy Director, and Executive Office.
- 10% Coach and mentor staff working on product stewardship compliance program activities. Participate in Section and Branch meetings, and meetings with the Branch Chief and Deputy Director, to address shared priorities, common issues, and identify solutions to problems.

MARGINAL FUNCTIONS (INCLUDING PERCENTAGE OF TIME):

- 5% Manage CalRecycle-sponsored contracts and memberships with organizations for studies and reports that support product stewardship compliance programs. Develop, maintain, and update content for CalRecycle's product stewardship compliance program webpages. Coordinate invoicing for CalRecycle's costs to implement and enforce product stewardship compliance 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 without losing concentration. Ability to lift 15 pounds, bend, and reach above shoulders to retrieve files and/or documents.

The position may occasionally require walking on rough, poorly or non-paved roads/terrain or hike short to moderate distances during site visits. Additional physical traits necessary for occasional field work include sufficient manual dexterity to take notes with pen/pencil, bend, stoop, kneel, and sit or stand for extended periods of time.

The job requires you to read, prepare, review, and inspect a variety of hard-copy and electronic documents and records that contain technical information, often via e-mail. This includes preparing briefing memos and managing databases.

The job requires you to engage in internal and public meetings with staff, management, executives, elected officials, local government officials, industry representatives, and the general public. You must be able to engage in conferences, workshops, and phone conversations to provide laws, regulations, policies, inspections, investigations, advice, assistance, training, and direction to these parties. You must maintain a valid driver's license and the ability to travel (i.e. vehicle and airplane etc.) to conduct state business.

TYPICAL WORKING CONDITIONS:

This position may be eligible for hybrid telework under Government Code section 14200 for eligible applicants residing in California, subject to the candidate meeting eligibility set forth in the CalEPA telework policy and/or future program need. Employees not residing in California are not eligible for telework. Regardless of telework eligibility, all employees may be required to report to the position's designated headquarters location in Sacramento, at their own expense. The EPA headquarters building offices in downtown Sacramento are well-lit, enclosed, non-windowed office cubicles in a smoke-free environment.



The 40-hour work week schedule is typically dayshift, Monday through Friday. Office and field work includes, on a regular basis, writing and reviewing inspection reports and notices, contact with the regulated community by way of in-person, phone and video conferencing, preparation and review of other documents and internet research. Overnight travel may be required locally and within the state. The job occasionally requires you to perform field inspections, hear vehicles and alarms or other audible signals of possible risk.

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:

Must have and maintain a valid California Driver's License.

Must have and maintain a REAL ID (compliant license or acceptable alternative form of identification) to be able to pass through TSA security checkpoints for required domestic flying.

Must be able to occasionally travel (via airplane or car etc.) to conduct State business. The position may occasionally require walking on rough, poorly or non-paved roads/terrain or hike short to moderate distances during site visits. Additional physical traits necessary for occasional field work include sufficient manual dexterity to take notes with pen/pencil, bend, stoop, kneel, and sit or stand for extended periods of time.



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?

☐ YES

☐ NO

Employee Name

Employee Signature

Date