CalRecycle
State of California
California Environmental Protection Agency
CalRecycle 109A (Rev. 09/2023)

DUTY STATEMENT

☐**CURRENT** ☒**PROPOSED**

RPA Number: 25-255	Classification Title: Analyst III	Position Number: 835-214-5402-001
Incumbent Name:	Working Title: **Major Regulations Analyst**	Effective Date: **1/1/2026**
Tenure: **Permanent**	Time Base: **Full Time**	Intermittent Hours Per Month:
Division/Office: **Legal Affairs Office**	Section/Unit: **Regulations and Public Records Unit**	Reporting Location: **1001 I Street, Sacramento**
Supervisor's Name: **Csilla Richmond**	Supervisor's Classification: Supervisor I	CBID: **R01**
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 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 general direction of the Supervisor I and Manager I over the Regulations & Public Records Unit, Assistant Chief Counsel and the Chief Counsel, the Analyst III functions as an advanced journey level specialist in the areas of regulatory analysis and development and economic and fiscal analysis of proposed regulations. The Analyst III is responsible for developing and coordinating sensitive and complex staff work relating to legislation, rulemaking, and policy for dissemination to CalRecycle executive management, CalRecycle administrative offices, external state agencies, the Legislature, the Governor's Office, and the public. Specific duties include, but are not limited to:

Essential Functions (Including percentage of time):

50% Act as lead analyst for the Regulations & Public Records Unit on all major, complex, and high-priority rulemakings. In a lead capacity, coordinate the work of program and legal staff in developing proposed regulations, and serve as a resource to fellow regulatory analysts in resolving technical and procedural issues. Independently draft and update project timelines and ensure regulations are adopted in a timely manner and in accordance with the Administrative Procedures Act. Shepherd proposed regulations through all stages of the rulemaking process up to and including adoption by utilizing technical knowledge of the state rulemaking process and working with the Office of Administrative Law to resolve issues regarding proposed regulatory changes.

Analyze proposed regulations on behalf of CalRecycle using knowledge of relevant statutes and existing regulations, CalRecycle policies and practices, and the state's strategic and environmental goals. Evaluate and edit proposed regulations in a manner that ensures consistency in form and substance. Organize, prepare and present clear, accurate and complete analytical products to management, in working groups, team or public meetings. Share complex information in clear and effective ways that serve CalRecycle and stakeholders by making the information easy to understand and by facilitating access to data, results, meaningful metrics and information. Develop and prepare documents and reports to present to management with recommendations, options in order of priority, and alternatives/technologies for action. Compile input from staff on topics related to current regulatory issues and present a cohesive recommendation for management's consideration.

Compile and keep track of public comments related to major, complex, and high-priority rulemakings. Coordinate the drafting and response to public comment with sensitivity and tact. Prepare information for dissemination at stakeholder meetings, which may include occasional travel in response to a business need. Provide logistical support for, attend, and participate in rulemaking workshops and hearings to receive and assess public comments and feedback on proposed regulations. Collaborate with lead staff in the preparation of communications and publications about draft regulations to provide information about changes or increase awareness of the program.

Collaborate with program staff including other departmental policy liaisons, subject matter experts, Branch Chiefs, and Deputy or Assistant Directors to coordinate the efforts of staff and act as a liaison between the Regulations & Public Records Unit and Departmental representatives for the development and analysis of rulemaking, legislation, and policy. As necessary, establish and maintain appropriate relationships with private industry, non-governmental organizations, governmental agencies, and professional organizations as a liaison for the Regulations & Public Records Unit.

45% Coordinate and provide guidance to CalRecycle staff on the planning and completion of economic and fiscal analysis for all of CalRecycle's proposed regulations to ensure that this analysis is supported by defensible data and reflective of CalRecycle policy. Independently create and update written procedures and templates for use in completing Economic and Fiscal Impact Statements (STD 399), Standardized

Regulatory Impact Assessments (SRIA), and other economic analysis documents to ensure compliance with the requirements of the Department of Finance, Administrative Procedure Act, and other applicable statutes and regulations. Review draft STD 399s, SRIAs, and other economic analysis documents for accuracy, precision, and clarity of presentation and provide feedback and recommended changes to CalRecycle staff.

Work collaboratively with the Economic Analysis Unit and other CalRecycle staff, contractors, and stakeholders to develop new methodologies or update existing methodologies for conducting economic analyses of major and non-major regulations in compliance with Department of Finance and statutory requirements and definitions. As necessary, disseminate research findings and recommendations to CalRecycle executive management, CalRecycle administrative offices, external state agencies, the Legislature, the Governor's Office, and the public.

Collaborate with the Economic Analysis Unit to submit STD 399s, SRIAs, and other economic rulemaking documents to the Department of Finance for review and coordinate the response by CalRecycle staff to any questions received from the Department of Finance on proposed rulemaking documents.

Marginal Functions (including percentage of time):

5% Work with the other CalRecycle policy liaisons to assist the Assistant Chief Counsel and other staff with special projects and other duties consistent with the specifications of the classification.

As necessary, monitor the CalRecycle PRA request email inbox and Legal Office physical mailbox and assist the PRA Coordinator with manual entry of PRA requests received outside of the PRA tracking database into that database for subsequent processing.

As necessary, in consultation with legal management, use the Legal Office's PRA tracking database to assign new PRA requests that require referral to an attorney or other staff to the appropriate legal and program staff.

Typical Physical Conditions/Demands:

The job requires extensive use of a personal computer and the ability to sit/stand at desk, utilize a phone, and type on a keyboard for extended periods of time. Ability to lift 15 pounds, bend and reach above shoulders to retrieve files and/or documents.

Typical Working Conditions:

The incumbent works on the 24th floor of a high-rise office building in downtown Sacramento, in an enclosed, non-windowed office cubicle in a smoke-free environment. This position is also eligible for telework. The work schedule is Monday through Friday. Mandatory overtime, including evening and weekend work may be necessary during the year end closing process or when the department is mission tasked. 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:

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