

DUTY STATEMENT

CURRENT

PROPOSED

RPA Number: HRC0001239	Classification/CBID: Sr Hazardous Substances Engineer/ R09	Position Number: 810-591-3725-004
Incumbent Name: Vacant	Working Title:	Effective Date:
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Program/Division: Site Mitigation and Restoration Program	Branch/Section/Unit: Legacy Landfills Branch	Reporting Location: Cal Center
Supervisor's Name: Vacant	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 supervision of a Senior Environmental Scientist (Supervisory) (Unit Chief) in the Legacy Landfills Branch of the Site Mitigation and Restoration Program (Site Mitigation Program), the Sr. HSE oversees BKK Landfill's essential site operations, more complex site investigations, removal actions, remedial actions, and activities related to cost recovery and serves as a project manager and technical advisor. Specific duties include, but are not limited to:

Essential Functions (Including percentage of time):

40%	Technical Project Management Independently manages and reviews the more complex engineering, scientific and technical aspects of investigations, removal actions and remedial actions including, but not limited to: Oversees and reviews PRPs' BKK essential operations and site investigations including
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	<p>Preliminary Endangerment Assessments, Targeted Site Investigations, Engineering Evaluation and Cost Analysis, and Remedial Investigation/Feasibility Studies (RI/FS) to characterize the extent of contamination, and evaluate alternatives for remediation. Provides consultation and reviews documents on implementation of the Casmalia Record of Decision. Evaluates assessment of complex data and the results of these investigations and makes recommendations for further actions. Oversees preparation of Removal Action Workplans, Remedial Action Plans, and California Environmental Quality Act (CEQA) documents for public review and comment. Plans public meetings and presents project information to the public; and coordinates and develops responses to public comments. Oversees preparation of Remedial Action Workplans, Design Plans, and specifications. Evaluates Applicable or Relevant and Appropriate Requirements, engineering consultation and document review. Oversee the implementation of removal and remedial actions; evaluates the effectiveness of the remedial actions; and determines if all remedial actions have been appropriately implemented. Oversee development and implementation of operations and maintenance plans and associated agreements.</p>
<p>25%</p>	<p><u>Technical Consultation</u> Provides technical support to other staff assigned for data analysis, and to the design and implementation of any repair, modification, or improvements to the Site. Conducts PRP searches and/or related work in consultation and support of legal staff. Provides technical support on various other soil, leachate, gas, and/or groundwater investigation/remediation activities (RI, FS, CEQA, etc.) as necessary. Provides support to other Legacy Landfill Branch staff as directed.</p>
<p>15%</p>	<p><u>Non-Technical Project Management</u> Independently manages and reviews non-technical aspects of investigation and remediation tasks including development, negotiation, and management of contracts, scopes of work, work orders, field orders, and change orders; development of cost estimates and standards of performance; evaluation of contractor performance and deliverables; manage and organize project data; participate in ongoing cost recovery settlements and negotiations with responsible parties and coordination and communication with DTSC management and other relevant DTSC offices (e.g., contracts, budgets, public participation, etc.), as well as contractors, and various governmental agencies; and Attorney General’s Office.</p>
<p>5%</p>	<p><u>Regulation and Policy</u> Develops and provides engineering and regulatory input to Site Mitigation Program management on site mitigation practices, policy and procedures, program focus areas, technical protocols, guidance documents and regulations. This may include preparing documents, participating in public workshops, responding to comments, interacting with industry, environmental groups, development of testing protocols for technology evaluations, and other governmental agencies, and advising program management.</p>
<p>5%</p>	<p><u>Administrative Duties</u> Performs administrative duties including, but not limited to adherence to DTSC 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>	
<p>5%</p>	<p><u>Program Coordination</u> Coordinates with other programs in DTSC to maintain priority on site mitigation activities. Assists management with resolving internal DTSC conflicts and removing barriers to ensure success. Develop new procedures and/or make policy recommendations necessary to effectively implement the Site Mitigation Program.</p>
<p>5%</p>	<p><u>Other Related Duties</u> Other related duties include but are not limited to conducting meetings with state, local, federal and internal experts to obtain necessary information to prepare recommendations and concepts for policies, procedures and standards. Provides staff training and mentorship on the site mitigation process, procedures and regulatory requirements.</p>

Consequences of Error: (if applicable)		
Typical Physical Conditions/Demands:		
<p>The work typically requires sitting for prolonged periods while reading, writing, typing, and participating in meetings. The position requires bending and stooping. 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 be required to lift 20 pounds and occasionally stand, bend, squat, reach, grasp, or kneel for long periods. Potential exposure to toxic or hazardous materials. Use of personal protective equipment may be required.</p>		
Typical Working Conditions:		
<p>Works in multi-story building, in a cubicle office setting using a variety of office equipment, e.g., computers, telephones, copiers, etc., with artificial light and temperature control, and attends meetings in similar settings. On an as-needed basis, work outside normal work hours, including evenings and weekends, may be required. A telework schedule may be 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. Travel may be required locally and within the state. If travel is required, it will be by commercial carrier or auto, whichever method is in the best interest of the State. This position will have daily contact with DTSC staff, external state, and federal agencies, and local government representatives, and the public either in person, via email/telephone, or videoconferencing.</p>		
Special Requirements of Position (Check all that apply):		
<p><input type="checkbox"/> Duties performed may require pre-employment and/ or routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.).</p> <p><input checked="" type="checkbox"/> Duties require participation in the DMV Pull Notice Program.</p> <p><input type="checkbox"/> Performs other duties requiring high physical demand. (Explain below)</p> <p><input type="checkbox"/> Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles.</p> <p><input checked="" type="checkbox"/> Other (Explain below)</p>		
Explanation:		
<p>Enrollment in the DMV Pull Program and a valid California Driver's License are required. Maintenance of field certification, current annual medical monitoring, 40-hour HAZWOPER, annual DTSC HAZWOPER refresher, biennial first aid/CPR/AED, and defensive driving are also required. Attend meetings, hearings, and work with staff statewide to complete projects and work assignments on a weekly, monthly or bi-monthly basis depending upon complexity of project or work assignment. Ability to understand evolving information technology industry trends and standards. Apply laws, regulations, policies and procedures governing the management of hazardous waste in California. This position also handles sensitive and confidential materials/matters.</p>		
Supervisor Statement		
<p>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.</p>		
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*.		
<i>*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.)</i>		
Do you need a reasonable accommodation to perform the essential functions of this position?		<input type="checkbox"/> YES <input type="checkbox"/> NO
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: 5/22/2026

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