



DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 25-216	Classification Title: Program Technician I (Spanish)	Position Number: 835-840-9927-002
Incumbent Name:	Working Title: Program Technician I	Effective Date:
Tenure: Permanent	Time Base: Full-time	Intermittent Hours Per Month:
Division/Office: WCPMD/WEEB	Section/Unit: Waste Tire Enforcement Section/ Tire Hauler Compliance Unit	Reporting Location: 1001 I Street, Sacramento, CA 95814
Supervisor's Name: Billy Yos	Supervisor's Classification: Sr. Environmental Scientist (Sup)	CBID: R04
Confidential Designation: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Designated Position for Conflict of Interest: <input type="checkbox"/> YES <input checked="" 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 close supervision of the Senior Environmental Scientist (Supervisory), the incumbent Program Technician, and under general supervision and guidelines when incumbents become proficient in their duties, in accordance with established procedures, incumbents learn and perform increasingly difficult duties required to carry out functions of the Waste Tire Hauler Registration and Manifest Program.

This Program seeks to manage and mitigate the impacts of waste and used tires on public health and safety, and the environment by ensuring waste and used tire facilities comply with tire permitting, storage, and movement laws, regulations, and state minimum standards.

Working with the Waste Tire Hauler Registration and Manifest Program team, the incumbent Program Technician will process incoming waste tire hauler registration applications and renewals using CalRecycle's Waste Tire Management System (WTMS) database. The incumbent will issue Waste Tire Hauler Registrations, and process related materials following procedures and regulatory requirements.

The incumbent will respond to incoming phone calls, e-mails, and hard copy correspondences, in both English and Spanish, to and from waste tire haulers and the regulated community, the public, CalRecycle team members, Tire Enforcement Agent (TEA) Grantees, and Enforcement Partners regarding basic statutory and regulatory requirements of the waste tire hauling and manifesting program.

The incumbent will be responsible for reviewing work processes and reporting on status of program activities, supplies and materials to the Supervisor and team members within the Waste Tire Hauler Registration and Manifest Program.

Essential Functions (Including percentage of time):

- 35% Process incoming paper based or electronically submitted waste tire hauler applications or renewals ensuring that the forms are complete and accurate for electronic filing in CalRecycle's WTMS. Issue required registration certificates and decals, and other registration materials as needed, following procedures, regulatory requirements and timelines, in a professional manner to waste tire haulers. Work with and ask for guidance from Program Technician II (PT II) or Program Technician III (PT III), or the Supervisor as needed, when questions arise processing applications. The incumbent will learn to and will be responsible for entering, looking up, and maintaining accuracy of data in the WTMS database for processing waste tire hauler registration applications and renewals.
- 30% The incumbent will learn how to receive and respond to phone, e-mail, or in-person inquiries regarding basic statutory and regulatory requirements of the waste tire hauling and manifesting program and will escalate difficult or complex in nature inquiries to the PT II, PTIII or Supervisor as needed. The incumbent will communicate effectively with the public, the regulated community, CalRecycle team members, TEA Grantees, or law enforcement, and sometimes dealing with difficult telephone conversations or time sensitive communications with enforcement partners to determine if violations exist during an inspection.
- 20% The incumbent will learn to identify and look up information about Waste Tire Surety Bonds and how to transmit bonds internally for processing. Learn the location and usage of Program supplies such as certificates, Guidance Manuals, educational bi-folds, and printed materials that accompany all registrations and regulatory communications, and office and packaging supplies for mailouts. Learn to track daily activities and request guidance from PT II and PT III, Program staff and Supervisor, as directed, and on daily activities and processes.



10% Must be able to communicate in Spanish in both verbal and written correspondences. Duties in Spanish include responding to phone calls from the Spanish Hotline, emails from the Spanish Hotline Inbox, explaining to Spanish speaking haulers in Spanish on why they received a Letter Of Violation or other correspondences in English that needs explanation in Spanish such as, the tire hauler application and bond, or manifesting errors on a hauler’s manifest. Communicating in Spanish in both verbal and written to and from waste tire haulers and the regulated community, the public, regarding basic statutory and regulatory requirements of the waste tire hauling and manifesting program where there are 15,000 waste tire facilities and a significant number of haulers and facility owner/operators/staff who speak Spanish.

Marginal Functions (Including percentage of time):

5% Other duties as assigned for the Program and the Division.

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 20 pounds, bend and reach above shoulders to retrieve files and/or documents, and the ability to push a file cart to move materials to and from processing locations. The job requires movement between floors using stairs, elevators, and ramps to pick up and transport supplies and material between different building processing units.

Typical Working Conditions:

The incumbent works on the 10th floor of a high-rise office building in downtown Sacramento, in an enclosed, large shared-workspace office cubicle area, shared with other team members, in a smoke-free environment. The large, shared workspace is the location of the individual workspace of the incumbent, as well as other team members and is used to retrieve printed materials, access supplies, organize materials, and prepare and package mailings. The job also requires the use of a freight elevator for moving supplies, and work in the CalEPA dock area in a semi-enclosed large garage space with large equipment and occasional large vehicles moving and present. The job also includes work on the 1st, 8th and 19th floor to process mail, pick up equipment, and documents and access the mail room when transporting materials for mail center processing. The work schedule is Monday through Friday.

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:

