

# DUTY STATEMENT

CURRENT

PROPOSED

RPA Number: <b>HRC0001240</b>	Classification/CBID: <b>Hazardous Substance Engineer/R09</b>	Position Number: <b>810-161-3726-001</b>
Incumbent Name: <b>Vacant</b>	Working Title: <b>Policy Lead</b>	Effective Date:
Tenure: <b>Permanent</b>	Time Base: <b>Full Time</b>	Intermittent Hours Per Month:
Program/Division: <b>Site Mitigation and Restoration Program</b>	Branch/Section/Unit: <b>Performance Management. Continuous Improvement &amp; Cost Recovery</b>	Reporting Location: <b>Cal Center</b>
Supervisor's Name: <b>Vacant</b>	Supervisor's Classification: <b>Senior Engineering Geologist (Sup)</b>	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 the Senior Engineering Geologist (Sup), Unit Chief in the Performance Management, Continuous Improvement, and Cost Recovery Branch, the Hazardous Substance Engineer (HSE) functions independently as a lead in the team environment for Performance Management branch and provides sound recommendations to management and staff within DTSC, SMRP, and PMU branch. The HSE develops and updates policies, procedures, guidelines, guidance, and makes policy recommendations, regulations, and develops legislation. The HSE acts as a technical and program expert and consultant to all levels of PMU and all other internal and external entities, staff, and individuals. Attends 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. Applies laws, regulations, policies, and procedures governing the management of hazardous waste in California.

Analyzes complex regulatory issues and provides sound technical recommendations to management and staff within DTSC, SMRP, and PMU branch and participates in developing program enhancement policies, procedures, guidelines, guidance, and making policy recommendations, regulation, and legislation development. duties include, but are not limited to:

**Essential Functions (Including percentage of time):**

<p><b>20%</b></p>	<p><b><u>Development and Updates Policies, Procedures, Protocols, and Desk Manuals for SMRP</u></b> Independently develops and implements project management plans and coordinates with other Performance Management Unit (PMU) chiefs, staff and EPMI on conducting highly sensitive scientific research. Develops and implements project plans and coordinates with staff in SMRP to develop policies, procedures, and protocols for program enhancements. Maintains and updates SMRP internal SharePoint site. Provides recommendations for process improvements and tracking of the progress for the PMCI Branch. Research tools and resources to improve efficiency and effectiveness in SMRP and develop effective and efficient processes. Collaborate and coordinate with various workgroups on program and process improvements. Develop a detailed annual workplan with key performance indicators for success, in collaboration with the staff and management of the PMU and Technical Support Branch.</p>
<p><b>20%</b></p>	<p><b><u>Performance Management, Planning, and Risk Reporting</u></b> Coordinates with Branch Chief and SMRP management and staff to facilitate strategic priorities, program enhancement, program improvements, and operational planning execution and scheduling. Develops and provides recommendations on SMRP various program improvements. Provides consultation to SMRP management and staff on strategies, objectives, and goals that improve mission objectives and environmental services. Develops and implements plans, programs, and surveys for the best environmental practices to implement SMRP metrics and goals that maximize efficient and effective resource allocation to deliver services to communities across California. Surveys and methodologies development for program enhancement. Designs and delivers presentations to management and SMRP team members on program enhancement and recommendations. Oversee the development of the workplans and make recommendations to PMCI management on operational planning to ensure the efficient and effective delivery of services to communities across the state. Implements and completes Mitigation Monitoring Reports, Restoration Plans, and post reporting compliance commitments as required.</p>
<p><b>15%</b></p>	<p><b><u>Coordination and Collaboration within SMRP to Provide Recommendations for Program Enhancement</u></b> Identifies funding needs and draft Budget Change Proposals, in collaboration with management and staff, that support SMRP strategic, program enhancement, and operational needs. Develops PMU yearly key performance indicators, vision, mission, goals and objectives in cooperation with management for the PMU Annual workplan.. Develops presentations, materials, factsheets, and annual report to the SMRP Management and the Board of Environmental Safety. Functions as a lead person on the Policy and Guidance Development and Review Team. Provides consultation services to SMRP management and team on program enhancement, visions, and coordinates drafting, editing, and accessibility of SMRP policies and guidance. Provides input and participates in administering SMRP’s operational calendar, Branch Chief Meetings, and Program All-Staff Meetings. Provides support to the PMU Chief on coordination with external state and federal agencies to leverage resource and information sharing.</p>
<p><b>10%</b></p>	<p><b><u>Workforce Training and Development</u></b> Oversees and develops, updates and sustains SMRP’s workforce development program and associated interventions, in cooperation with PMCI chief, internal Subject Matter Experts, and external vendors. Coordinates SMRP’s Training Needs Assessment to ensure career relevant training and other workforce development resources are identified and accounted for in the budget. Coordinate SMRP’s LEAN projects and training to facilitate process improvement and staff career development. Surveys issues that impact SMRP and DTSC’s organizational health and performance, using software, questionnaires, workgroups, discussions, and other tools. Administers SMRP’s audit program by working with management and staff to create checklists,</p>

	<p>conduct audits on SMRP business activities, propose interventions to close identified performance gaps, and report findings to the Unit Chief and other SMRP management. Participates in DTSC, statewide, and U.S.EPA workgroups that develop guidance, policy, laws and regulations, and other actions related to DTSC's role in the remediation of contaminated sites. Manages and helps update the SMRP and PMU webpages and websites in coordination and collaboration with OEIM. Provides recommendations on webpage improvements for internal and external stakeholders to increase the ease of access and understanding. Develops training materials for internal and external stakeholders.</p>
10%	<p><b><u>Oversight of PMU Data Projects:</u></b>                  Assists the EPM I in extracting and analyzing data for the audit program by reviewing compliance with directives, supporting knowledge transfer across the team, and helping identify resource and training gaps.                  Ensures fiscal coding meets data gathering and cost reimbursement needs, in close cooperation with the EPM I. Compiles information from PMU staff on assessing tracking and reporting organizational and operational risks. Identifies and takes steps to resolve data deficiencies in source systems such as Daily Log, EnviroStor, Cost Recovery Management System, grantmaking software, and other software, in cooperation with staff. Provides consultation to SMRP and PMU staff, and vendors on ways to improve data visualization (dashboard) reporting to gauge mission effectiveness at various levels of the organization. Coordinates cross units, branches, and divisions, PMU, Office of Environmental Information Management (OEIM) staff and vendors to identify and document metrics and related data that indicate organizational effectiveness and success in meeting targeted outcomes.</p>
10%	<p><b><u>Technical Advisor</u></b>                  Serves as point of contact and provides technical assistance, support, and information on the most complex or sensitive issues to PMU management, DTSC staff, local agencies, State agencies and public officials concerning the site mitigation process and/or site-specific issues.</p>
5%	<p><b><u>Internal and External Outreach</u></b>                  Coordinates with PMCI management and supports SMRP and various division staff in the preparation of communication internally and for public meetings, webinars, and workshops messaging on special projects within the Performance Management Unit and with other DTSC Program staff. Develops and makes presentations, handouts, public notices, fact sheets, and educational materials to the public. Coordinates the compilation, organization and summarization of public comments and the preparation of the response to comments.</p>
5%	<p><b><u>Administrative Duties</u></b>                  Performs administrative duties including, but not limited to adherence 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 time sheets by the due date</p>
<b>Marginal Functions (Including percentage of time):</b>	
5%	<p><b><u>Other Related Duties</u></b>                  Other duties and special projects assigned by the branch chief of PMU and Continuous Improvement Branch and SMRP management. Occasional overnight travel required. Driving to off-site meetings is required.</p>
<b>Consequences of Error: (if applicable)</b>	
<b>Typical Physical Conditions/Demands:</b>	
<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.</p>	

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**Typical Working Conditions:**

Works in multi-story buildings, 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.

**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:**

Enrollment in the DMV Pull Program and a valid California Driver’s License are required. The work typically requires sitting for prolonged periods while reading, writing, typing, and participating in meetings. The position requires bending and stooping. Works in an office in a multi-story building using a variety of office equipment, e.g., computers, copiers, etc. Individually, able to lift and transport up to 20 pounds. On an as-needed basis, work outside normal work hours, including evenings and weekends, may be required.

**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 with 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 with 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\*.

*\*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 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: 5/29/2026

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