



DUTY STATEMENT

CURRENT

PROPOSED

RPA Number: 25-292	Classification Title: Program Technician II	Position Number: 835-508-9928-001
Incumbent Name:	Working Title: Claims Technician	Effective Date:
Tenure: Permanent	Time Base: Full Time	Intermittent Hours Per Month: N/A
Division/Office: DiCE/FiRM Branch I	Section/Unit: Financial Resources Section A/Grants and Payments Unit 2	Reporting Location: 1001 I Street, Sacramento, CA 95814
Supervisor's Name: Jayme Tesser	Supervisor's Classification: Supervisor I	CBID: R04
Confidential Designation: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Designated Position for Conflict of Interest: <input checked="" type="checkbox"/> YES <input 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:
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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.



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Position Description:

Under general supervision of the Supervisor I in the Financial Resources Management (FiRM) Branch I, Financial Resources Section A, Grants and Payments Unit 2, the Program Technician II (PT II) will independently research, review, analyze, process, and prepare the more difficult program assignments related to the administration of the Department’s Used Oil Certified Collection Center (CCC) Program. The PT II acts as journey level staff and is the technical staff resource in analyzing and responding to program participants. The incumbent applies knowledge, principles, and practices to ensure program integrity, and performs the more complex assignments related to the analysis and review of certification registration and incentive payment claims related to the CCC, Industrial Generator (IG), and Curbside Programs.

The incumbent may also provide support and assistance to Grant Managers and/or Program Advisors with the administration of various grant and/or payment programs. Daily proficient utilization of office equipment and the Microsoft Office Suite is required. This position requires regular local travel, which may require an adjustment to the employee’s work schedule, up to 10 percent per year. The incumbent must have a current California Driver’s License and participate in the Department of Motor Vehicles (DMV) Employer Pull Notice Program. Specific duties include, but are not limited to:

Essential Functions (including percentage of time):

45% Review, research, analyze, and process CCC Program applications, used oil incentive claims, and contaminated oil reimbursement applications. Notify CCC’s of upcoming certification expiration. Utilize the Oil Recycling and Claims Automation (ORCA) system to verify claimant certification status in determining eligibility for filing an incentive claim. Review the Used Oil Recycling Incentive Payment Claim/Report (CalRecycle 31) and associated manifests to determine the amount of the claim and verify calculations utilizing rates in effect for the reporting period and the specific oil incentive claimed. Review data in ORCA to ensure information is accurate.

Evaluate claim documentation to ensure claim is fully supported, including the review and assessment of manifests to ensure qualification as support under the statute, regulation, and office procedure. Ensure documentation is approved by authorized individuals, as applicable. Assess claim history and hauler information to ensure the incentive request is sound. Ensure the CCC, IG, and Curbside Programs are implemented in accordance with applicable statutes and regulations. Collaborate with technical experts from other state agencies, local governments, and CalRecycle divisions/offices as needed. Correspond through email, written letters, and verbally with the public, applicants, and/or claimants as needed. Complete final claim adjustment/approval after review and assemble packet for submittal to the Accounting Office for payment. Some of these duties will require in-person presence and require the incumbent to drive for state business.

35% Provide technical assistance and support to applicants, local governments (grantees), and internal staff by performing reviews of CCC performance, certification applications, and claims processed. Track, manage, and audit inventory of CCC signage to maintain accurate records



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of signs requested by CCCs, and perform all related duties including frequent day travel to CalRecycle’s warehouse in West Sacramento to fulfill sign orders and complete mailing tasks. Some of these duties will require in-person presence and require the incumbent to drive for state business.

- 15% Evaluate the CCC, IG, and Curbside Programs to ensure they are effective in achieving intended results and address fraudulent activities. Research fraudulent activities that may result in certification denial/revocation. Participate in workshops, training sessions, symposiums/conferences, and public speaking opportunities, which may include travel throughout the state. Assists lead in conducting workshops, training sessions, and meetings for local jurisdictions and stakeholders including quarterly HHW Information Exchanges and Used Oil/HHW symposia. Provide support and assistance to Grant Managers and/or Program Advisors with the administration of various grant and/or payment programs. Some of these duties will require in-person presence and require the incumbent to drive for state business.

Marginal Functions (including percentage of time):

- 5% Prepare monthly time reports; copy, scan, and email documents; attend and participate in Unit/Section/Division meetings; and assist with special assignments as needed.

Typical Physical Conditions/Demands:

The job requires extensive use of a personal computer and the ability to sit/stand at a desk, utilize communication and collaboration platforms that facilitate virtual meetings, video conferencing, phone calls and online chat, and type on a keyboard for extended periods. Ability to lift 15 pounds, bend, and reach above shoulders to retrieve files and/or documents.

Typical Working Conditions:

The incumbent works a hybrid remote schedule, with in-office days on the 10th floor of a high-rise office building in downtown Sacramento, in an enclosed, non-windowed office cubicle in a smoke-free environment. 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. This position requires regular local travel, which may require an adjustment to the employee’s work schedule, up to 10 percent per year.

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)



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Explanation:

The incumbent will be required to travel to CalRecycle’s warehouse in West Sacramento to receive sign inventory, fulfill requests from CCCs for signs, audit and track sign inventory, and mail signs to CCCs throughout the state. This requires lifting, stacking, moving, and opening boxes, with significant time spent standing and/or walking.

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*.

**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.)*

Employee Name	Employee Signature	Date