



State of California

DUTY STATEMENT

CalRecycle 109A (Rev. 10/2024)

DUTY STATEMENT

CURRENT

PROPOSED

RPA Number: 25-080	Classification Title: Supervising Special Investigator I (Non-Peace Officer)	Position Number: 835-454-8549-001
Incumbent Name:	Working Title: Supervising Special Investigator I	Effective Date:
Tenure: Permanent	Time Base: Full time	Intermittent Hours Per Month: N/A
Division/Office: DOR/Beverage Container	Section/Unit: Recycling Program Enforcement Branch, Investigations Section, Clovis Unit	Reporting Location: 1515 Tollhouse Rd, Clovis, CA 93611
Supervisor's Name: Alicia Davenport	Supervisor's Classification: Supervising Special Investigator II	CBID: S07
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 type="checkbox"/> None <input type="checkbox"/> Lead <input type="checkbox"/> Managerial <input checked="" 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.



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Position Description

Under direction of the Supervising Special Investigator II, the Supervising Special Investigator I (SSI I), provides direct supervision to a team of Special Investigators in Investigations Central Southern California Section, Clovis Unit. This team is responsible for conducting operational, compliance, and/or performance reviews and investigations of individuals or business entities subject to the California Beverage Container Recycling and Litter Act (Act) and the California Code of Regulations Title 14, Division 2, Chapter 5 (Regulations). Some of these duties will require in-person presence.

Working irregular hours may be required, including nights, holidays, and weekends. Some travel is required within and/or outside the State of California via private or public transportation (i.e., automobile, airplane, etc.). Travel may include overnight stay.

Travel shall also include regular visits to the Sacramento Field office, to provide supervisory oversight for Special Investigators in the Sacramento Field Office, as requested by management. Travel should not exceed 75%.

The incumbent must have a current California Driver's License and participate in the Department of Motor Vehicles (DMV) Employer Pull Notice Program.

Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

Incumbent does not have peace officer authority, nor do they perform peace officer responsibilities as defined in the pertinent Penal Code California Section 830 et. seq.

Essential Functions (Including percentage of time):

35% Directs, plans, and organizes administrative investigations of certified and non-certified entities, to ensure investigations are conducted in compliance with applicable statutes, regulations, Division and departmental policies and procedures in order to prevent, detect, mitigate, and recuperate any wrongful payments made from the Beverage Container Recycling Fund (Fund). This includes evaluating, monitoring and determining fraud risk to support work plans for workload received from fraud tip hotline, stakeholders, reporting parties, referrals from other Division Branches, law enforcement, and other interagency partners. Research the background and nature of the referrals to determine if follow-up visits are warranted; assign casework for resolution, other testing or for referral to the California Department of Justice (DOJ) for civil and/or criminal prosecution. Assign casework, approve initial investigation plans, and oversee administrative investigation cases to ensure steady progress towards completion by the setting and monitoring of goals and deadlines to manage the effective use of resources and time, including monitoring the DORiis case management system. Some of these duties will require in-person presence.

Direct and review the completion of the more complex and/or difficult investigations of certified and non-certified entities in your assigned region and involving the CA Beverage Container Recycling Industry. Participate in and lead Investigators in the more difficult and/or confidential field investigations involving multiple interagency partners such Department of Justice and CA Department of Food and Agriculture. Review and ensure the completion of all investigative reports by Investigators are clear, concise, accurate, complete, and timely, for dissemination to internal/external parties that form the basis for administrative action or referrals for criminal prosecution. Approve and/or instruct investigators to correct reports as necessary, review evidence gathered by Investigators, such as, program required records, financial documents, sales records, operating manuals, photos, interviews, empty beverage containers, etc., to



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determine if the evidence is sufficient to support the recommendation for restitution owed, penalties, suspension of certificate and/or revocation of certificate. Ensure Investigative staff follow protocol and chain of command with evidence gathered throughout the investigation.

Using business productivity software such as Microsoft Office Suite and database programs conduct daily risk assessment for anomalous claims, volume trends, discrepancies, and indicators of fraud. Provide in office or field verbal translation service non-Spanish speaking staff/interagency partners that must interact with Spanish speaking certified and non-certified entities/stakeholders regarding enforcement related issues. Assist or conduct verbal training in Spanish on behalf of the Department regarding enforcement efforts. Some of these duties will require in-person presence.

25% Hire, train, and supervise a team whose assignments may require up to 75% travel a year, telework and adjustment to the employee's work schedule, following CalRecycle guidelines, procedures, and manuals. Conduct on-the-job training programs including, but not limited to, classroom presentations and field work for Investigators. Serve as technical advisor to subordinate staff. Identify training needs of staff. Coordinate and provide training as well as training materials in understanding and applying the Act and Regulations, following procedures and policies, report writing and court testimony. Accompany Investigators in their field work and office interviews for on-the-job training, oversight, and assessment of their effectiveness and efficiency. Review and approve time sheets and travel claims; conduct performance evaluations; prepare hiring packets, conduct interviews and selection; coordinate training for new employees. Some of these duties will require in-person presence.

On an ongoing basis, the SSI I will evaluate and update Enforcement processes, procedures, and policies as they relate to analysis, reviews and investigations of certified and non-certified entities associated with the Beverage Container Recycling Industry. Using investigator input, surveys, database programs/analysis, and case debriefing recommendations (with CalRecycle Legal, stakeholders, California Department of Justice [DOJ], staff, et cetera); the SSI I will manage process improvement activities.

Research and evaluate opportunities and methods to enhance enforcement efforts within the Division of Recycling to ensure that all statutory and regulatory requirements are met by the Department, using stakeholder input, case evaluations, surveys, and data analysis techniques. Develop and implement legislative and regulatory recommendations related to enforcement requirements of entities subject the BCRP to further the goals of the Department by creating a safe and equitable environment for all Californians, using stakeholder input, case evaluations, surveys, data analysis techniques and executive management recommendations. Some of these duties will require in-person presence.

20% Perform administrative functions, including attending management meetings; preparation of budget change proposals and contracts, management reports, and trend analyses; manage contracts or MOUs with other state and government agencies. Research, resolve, and advice section, branch, and division management on complex issues, including recycling trends and industry practices. Establish and maintain effective partnerships with other CalRecycle units/offices, other state and local government agencies, the recycling industry, the public and other stakeholders to collaborate and coordinate functions consistent with the Act and Regulations. Work directly with the CalRecycle Legal office to prepare legal cases for hearing and provide expert testimony in court relating to the functions of the Division of Recycling, presentation of evidence and industry practices. Some of these duties will require in-person presence.

15% Work directly with the DOJ and the California Deputy Attorney General's Office, assisting and supporting their efforts to criminally investigate and prosecute individuals and/or certified and registered program participants who defraud the Beverage Container Recycling and Litter Reduction Program. Coordinate and



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provide technical assistance/training to other State and local enforcement agencies on criminal or administrative cases.

Conduct monthly meetings with the regional DOJ team to discuss the progress or resolution of recycling fraud referrals provided by CalRecycle or self-initiated by DOJ; answer questions and address any areas of concern and continually improves processes and procedures.

As needed, provide support and subject matter expertise to DOJ and California Department of Food and Agriculture (CDFA) at mobile checkpoints near the Southern California Border Stations and expert testimony at criminal proceedings.

Marginal Functions (Including percentage of time):

5% Develop and prepare presentations, speeches, or talking points to a variety of audiences using computer software and ensuring adherence to Department standards to disseminate information about the BCRP. Deliver presentations at meetings, hearings and/or conferences using a wide variety of materials from flip charts to Power Point presentations. Participate in training classes and conferences to develop and maintain knowledge, develop techniques, and to enhance management and leadership skills. Provide support on special enforcement projects as needed.

Act as a project team manager in special projects, update procedures, policies and forms used by the Enforcement Branch Staff.

Act on behalf of the Supervising Special Investigator II in the Southern California Field Offices during his/her absence and assists in planning and directing a major investigation program.

Typical Physical Conditions/Demands:

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. Ability to lift 15 pounds, bend and reach above shoulders to retrieve files and/or documents.

Typical Working Conditions:

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)

ESSENTIAL FUNCTIONS OF POSITION



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- VISION** – You must have sufficient vision to perform the following duties: review and/or prepare reports, create and finalize letter/notices, conduct site visits, review operator records, observe recycling center purchase transactions and inspect facility for compliance



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- HEARING** – Your hearing must be sufficiently acute to perform following duties: conduct site visits
- SPEECH** – You must have sufficient ability to speak to perform following duties: conduct interviews of program participants; speak on the phone; interact with division investigator and program participants
- CARDIAC/CIRCULATORY SYSTEM** – Your cardiac/circulatory system must be in sufficient condition to perform the following duties:
- RESPIRATORY SYSTEM** - Your respiratory system must be in sufficient condition to perform these duties: conduct site visits where facilities have strong odors and/or particulates in the air
- ORTHOPEDIC** – You must have the ability to use the following selected body parts – a. neck, b. shoulder, c. arm, d. elbow, e. wrist, f. hand, g. finger, h. spine, i. back, j. hip, k. leg, l. knee, m. ankle, n. foot, o. toe, to perform the following duties: use computer (a, b, c, d, e, f, g); attend meetings (h, l, j, k, l, m, n); and, use of appropriate body parts to perform other duties of this position
- MANUAL DEXTERITY** – You must be able to perform the following duties involving manual dexterity: use the computer; telephone, calculator; FAX machine; drive vehicle to program participants facilities, meetings, conferences workshops, etc.
- BENDING, STOOPING, KNEELING** – You must be able to bend at the knee or waist, stoop, and kneel to perform the following duties:
- SITTING OR STANDING** – You must be able to sit or stand for extended periods of time to perform the following duties: attend meetings, tour facilities, sit at desk for extended periods of time to perform division administrative duties that are mandatory for this position
- LIFTING** – You must be able to lift up to pounds to perform the following duties:
- CONCENTRATION** – You must be able to continuously concentrate to perform the following duties: review and/or prepare reports, create and finalize letter/notices, conduct site visits, review operator records, observe recycling center purchase transactions and inspect facility for compliance
- EQUILIBRIUM/BALANCE** – You must be able to perform the following duties in such a manner that you do not jeopardize the safety of others: may require climbing of stairs or scaffolding around equipment to properly inspect facilities operations
- LOSS OF AWARENESS OR CONSCIOUSNESS** - You must be able to perform the following duties in such a manner that you do not jeopardize the safety of others: facilities may have heavy equipment at the site which pose a danger when touring
- CONTAGIOUS OR COMMUNICABLE DISEASE** - You must be able to perform the following duties in such a manner that you do not jeopardize the safety of others: allergic to bee stings (you may encounter bees while conducting site visits)
- DRIVING OR OPERATING DANGEROUS EQUIPMENT** – You must be able to drive or operate dangerous equipment to perform the following duties: driving is required to get to and from site visits
- Do you have any other physical or mental condition or limitation not listed above that prevent you from performing the essential functions of this position as described in this job description?**

EMPLOYEE CERTIFICATION

- Yes. I am able to perform all of the above listed essential functions of the position and have no physical or mental condition or limitation that prevent or otherwise impair me from doing so.
- Yes, I am able to perform all of the above-listed essential functions of the position but will require reasonable accommodation in order to do so.
- No, I am unable to perform one or more of the above-listed essential functions of the position, even with reasonable accommodation.
- I am not sure if I am able to perform one or more of the above-listed essential functions of the job.

Signature
