



State of California

DUTY STATEMENT

CalRecycle 109A (Rev. 10/2024)

Department Of Resources Recycling And Recovery
AFITS/Human Resources Section

DUTY STATEMENT

☐ CURRENT

☒ PROPOSED

RPA Number: 25-304	Classification Title: Environmental Scientist	Position Number: 835-736-0762-001
Incumbent Name:	Working Title: Environmental Scientist	Effective Date: 09/12/2012
Tenure: Permanent	Time Base: Full time	Intermittent Hours Per Month: N/A
Division/Office: MMLA/STAR	Section/Unit: MMS/ Tire Materials Management Section/Tire Engineering and Environmental Research Unit	Reporting Location: 1001 I Street, Sacramento, CA
Supervisor's Name: Mustafe Botan	Supervisor's Classification: Senior Waste Management Engineer	CBID: R10
Confidential Designation: ☐ YES ☒ NO	Designated Position for Conflict of Interest: ☒ YES ☐ NO	Position Telework Eligible: ☒ YES ☐ NO
Supervision Exercised: ☒ None ☐ Lead ☐ Managerial ☐ 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.



Incumbent:
Classification: Environmental Scientist
Position Number:

Position Description:

Under the direction of the Senior Waste Management Engineer, the Environmental Scientist applies scientific methods, principles, and analytical skills in performing difficult and complex work in support of CalRecycle's Household Hazardous Waste (HHW) Annual Reporting in Form 303, CalRecycle's Propane Cylinder Management Program created by SB 1280 (Laird, 2024), and Waste Tire Recycling Management Programs. The incumbent will perform tasks related to the management and diversion of HHW from landfills, preventing illegal disposal and will serve as the lead for the HHW Annual Reporting Program. The incumbent will participate in training HHW/solid waste facility operators, developing materials and conducting public education activities, and collecting, reviewing and analyzing data from HHW collection facilities.

In addition, the incumbent will support the Waste Tire Recycling Management Program by researching, investigating, and providing technical assistance on the reuse and recycling of waste tires. The incumbent will also coordinate with other CalRecycle programs and with other Boards / Departments/ Offices (BDOs) to identify, develop, coordinate, and disseminate waste tire management practices and technical tools, and act as a resource on technical issues. The incumbent will further assist and coordinate outreach efforts and responses to inquiries on these subjects.

This position requires participation in the DMV Employer Pull Notice Program; this position requires travel in accordance with the duties outlined.

Essential Functions (including percentage of time):

20%	Independently apply scientific methods and principles to identify, research, and evaluate the effectiveness of programs related to the management and diversion of HHW from landfills and preventing illegal disposal of HHW. Serve as the lead of the HHW Annual Reporting Program and track HHW program effectiveness through the management of the Form 303 database system. Review annual reports submitted by jurisdictions and data submitted by HHW facilities on Form 303 for compliance and follow-up on delinquent submittals. Maintain the database of annual reports and post results to the CalRecycle website. Conduct research and analysis to establish performance metrics for success and develop models and/or best practices for local program development.
15%	Serve as CalRecycle's scientific expert in the knowledge of HHW and support the implementation of CalRecycle's Propane Cylinder Management Program created by SB 1280 (Laird, 2024). Prepare technical reports, articles, fact sheets, displays, presentations and correspondence related to HHW trends and collection program effectiveness. Provide technical assistance and guidance to HHW managers and contractors regarding the establishment and effective management of HHW. Technical assistance includes providing information about successful programs, best management practices or new technologies, identification of barriers, developing programs to overcome barriers, management of HHW programs, and updates on applicable statutes, regulations, CalRecycle policies, and other related state and federal laws.
15%	Assist CalRecycle's market development and outreach efforts by utilizing scientific expertise to increase the reuse and recycling of waste tires and assist with the preparation of CalRecycle's annual Waste Tire Market Report. Conduct research to identify tire reuse and recycling applications and educate public/private sector and interested parties on the benefits, price, quality, and availability of waste tire reuse and recycling technologies. Analyze and report to management on the viability of



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	potential solutions and challenges to waste tire recycling markets and reuse technologies, using scientific methods. Provide recommendations to program staff and department management to help assess and strengthen tire recycling markets and support CalRecycle's efforts to increase the tire recycling rate. The duties listed require the incumbent to drive for state business to perform the job tasks.
15%	Support the coordination, development and implementation of the Tire Program's Five-Year Plan which includes organizing public workshops, updating department websites, soliciting ideas for projects that will further the program, developing the workshop agendas, and coordinating speakers.
15%	Serve as the contract manager for contracts addressing waste tire related research and outreach activities. Typical duties would include administering the contract, drafting work orders, reviewing invoices, tracking contract funding, and preparing contract status reports.
10%	Participate in cross-program and/or cross-agency teams to advance CalRecycle's HHW and overall propane cylinder management goals and objectives. Coordinate with other CalRecycle divisions and branches, other CalEPA BDOs, local governments, non-profit organizations, and industry as needed to accomplish CalRecycle's overall HHW and propane cylinder management goals and objectives. Present at HHW Information Exchanges and Symposiums to share HHW-related data, trends and program information; highlight emerging issues and successful program models; and provide guidance to jurisdictions on improving their HHW management programs. The duties listed require the incumbent to drive for state business to perform the job tasks.

Marginal Functions (Including a percentage of the time):

- 5% Communicate with federal, state, and local government agencies, the regulated industry and the public; and attend meetings as necessary to represent the Department.
- 5% Other duties as required including returning phone calls and responding to e-mails and requests for information in a timely manner.

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

Typical Working Conditions:

The incumbent works in a high-rise office building 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. 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



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(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:



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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 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