



DUTY STATEMENT

CURRENT

PROPOSED

RPA Number: 25-210	Classification Title: Supervisor I	Position Number: 835-468-4800-01
Incumbent Name: Vacant	Working Title: Unit Supervisor	Effective Date:
Tenure: Permanent	Time Base: Full-time	Intermittent Hours Per Month: N/A
Division/Office: DOR / Recycling Program Financial Analysis & Policy Development Branch	Section/Unit: Statistical Information and Payments and Reporting /Payments and Reporting Unit	Reporting Location: 1001 I Street Sacramento, CA 95814
Supervisor's Name: Rebecca Harris	Supervisor's Classification: Supervisor II	CBID: S01
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.

Position Description:

Under the general direction of the Supervisor II (Manager) of the Statistical Information and Payments and Reporting Section (Section), the Supervisor I (Supervisor) will supervise a team of professional staff in the Payment and Reporting Unit (Unit). The Supervisor will establish guidelines, plan, organize, and monitor the activities of the Unit, including the development and execution of the work by scheduling and conducting statistical analysis related to beverage container-related data. Some of these duties will require in-person presence.

The Unit is responsible for administering the Beverage Container Recycling Program (Program) incentive payment programs including the Plastic Market Development Program, Glass Market Development Program, and



Quality Incentive Program. In addition to the incentive programs, the Unit is responsible for issuing the curbside supplemental payments; issuing the SB 353 transportation program; and processing the CRV payments. Additionally, the Unit is responsible for gathering and analyzing data submitted by participants, such as the monthly scrap value and alternative methodology, to develop reports and make recommendations to management.

The Supervisor may be required to independently travel overnight to survey and program sites and events to conduct fieldwork, perform surveys, and collect data. Travel may include extended periods (4 to 5 days at a time) requiring overnight accommodation and weekend assignments, not to exceed 35 percent per year. The incumbent must have and maintain a current valid California driver's license, be able to travel via various means of public transportation methods, including, but not limited to commercial airlines, public shuttles, shared rental cars, etc. and participate in the Department of Motor Vehicles (DMV) Employer Pull Notice Program.

The Supervisor may be required to act in the absence of Manager. Daily proficient utilization of office equipment and the Microsoft Office Suite is required. Specific duties include, but are not limited to:

Essential Functions (including percentage of time):

25% Perform administrative duties for the Unit, including but not limited to processing time sheets, maintaining equipment and related logs, processing and reviewing Travel Expense Claims, selection/hiring of staff, training, conducting performance evaluations and developing individual development plans. Some of these duties will require in-person presence. Enforce all administrative policies and procedures and ensure all are followed and establish clear expectations for staff within the Unit. Monitor staff progress. Establish and revise expectations and ensure defined expectations are met. Coordinate the work of the Unit and mediate/resolve complex, emerging, or undefined issues such as impacts of emerging technologies, public and governmental concerns, Program reform, and staff-related on-site issues as they arise.

Develop, implement and monitor work plans to direct the activities of Unit staff performing remote work, in office work, contract-related work and field work by gaining an in-depth understanding of the Unit's responsibilities and governing legislative and regulatory requirements associated with the Unit's responsibilities. Ensure CalRecycle's established policies and practices are being met. Monitor timely processing of assignments and prepare recurring status and progress reports.

Conduct virtual and in-person meetings to regularly discuss assignments, performance, safety and staff or management concerns. Regularly monitor work performance and seek out opportunities for improvement. Implement strategies to support staff development and professional growth, cultivate in-house talent, identify core competencies, and identify training opportunities to improve staff performance and job satisfaction in accordance with the department's equal employment opportunity program.

25% Develop methodologies and strategies to perform statutorily and regulatory mandated work, special studies and generate ad-hoc data as required by researching existing and emerging topics. Special studies may include reviewing beverage container trends, materials, bales, industry infrastructure and technologies to evaluate market conditions. Analyze proposed legislative concepts and bills and draft recommendations with contextual information of programmatic historical events and citations of statutes critical in the analysis of its fiscal, economic, and substantive impact relating to proposed bill language. Review and determine the impacts of policy recommendations resulting from research activities, analyses, evaluations, and studies performed by Unit staff.

Review Unit deliverables such as written reports, technical documents, memoranda, and correspondence prior to submittal to the Manager for clarity, accuracy, and consistency. Prepare and provide clear, accurate and complete recommendations to Branch and Division management regarding



observed trends, rates, study results, market expansion, etc.

- 15% Oversee staff activities and manage assignment timelines while ensuring accuracy, timeliness, and consistency with statutorily and regulatory required timelines. This includes ensuring accurate work products including calculations, reports, and notices are completed based on prescribed and statutorily mandated timelines. Review staff deliverables and related documents, including statutes, regulations, applications, forms, and Division-compiled data for completeness to ensure a comprehensive understanding of Program processes prior to approving.

Coordinate the documentation of existing processes using flowcharts and calendaring software while providing and/or implementing recommendations on process changes to streamline Unit activities. Develop strategies and implement the sections of the Program associated with the Unit. These sections include the collection of information and processing of various payments and production of various reports for publication on the CalRecycle website.

- 15% Oversee the collection, input, and categorization of beverage containers and payment related data using database software (Access, Oracle, etc.) and productivity software (Word, Excel, etc.) to aggregate, draw conclusions, and compile reports. Ensure accuracy of collected information by performing historical research to establish trends and draw sound conclusions.

Develop quality assurance and quality control measures to aid in identifying patterns, trends, and market conditions related to beverage containers. Review data for errors, implement data standards and identify outlying anomalies and issues for handling potential downstream impacts. Report findings and recommendations to Branch management

Resolve and follow up with staff regarding data concerns, errors, and anomalies. Maintain, update and analyze database components for modernization to ensure business continuity. Engage with other business areas to develop strategies for the cross-utilization of Unit data and work with IT, as needed, to implement technical upgrades.

- 10% Allocate resources and staffing for research studies by sequencing activities and standardizing expected objectives. Analyze deliverables and ensure sound fieldwork methodologies to meet confidence levels and objectivity of results.

Oversee selection of survey sites for field data collection and offsite activities, including site visits. This includes the development of site visit schedules, using research of site analysis to ensure requirements and distributions are reasonable, efficient, logical, and consistent with travel expectations.

Travel to sites with staff to conduct field surveys and research activities using established methodologies at Program participant facilities including but not limited to recycling centers, material recovery facilities, transfer stations, curbside collection programs, community service collection programs, etc. Review and analyze information provided during site visits for completeness and accuracy and coordinate follow-up activities as required. Physically handle materials such as glass and plastic containers as necessary to conduct fieldwork, conduct observations and engage in stakeholder interviews.

Marginal Functions (Including a percentage of the time):

- 5% Create and review presentations and materials for Program workshops and hearings. Participate as primary presenter or team member on public presentations, workshops, and hearings to various levels of internal and external program stakeholders to provide education about the Beverage Container Recycling Program and the impact of regulations. Act as primary contact for public and stakeholder questions



regarding Unit, Section or Branch-related concerns.

- 5% Serve as a consultant on special Department and/or Division committees, research projects, departmentwide IT improvement efforts, public meetings, workshops and other short-term assignments as needed. Draft, formulate, recommend, and participate in budget change proposals, and topics related to Program reform and regulatory changes.

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 (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:



State of California

DUTY STATEMENT

CalRecycle 109A (Rev. 10/2024)

Incumbent: Vacant
Classification: Supervisor I
Position Number: 835-468-4800-01

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



DUTY STATEMENT

CURRENT

PROPOSED

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Incumbent Name: Vacant	Working Title: Unit Supervisor	Effective Date:
Tenure: Permanent	Time Base: Full-time	Intermittent Hours Per Month: N/A
Division/Office: DOR Recycling Program Financial Analysis & Policy Development Branch	Section/Unit: Statistical Information and Payments and Reporting /Statistical Information Unit	Reporting Location: 1001 I Street Sacramento, CA 95814
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The Unit is responsible for gathering and reporting the financials of the Beverage Container Recycling Fund (BCRF) and Recycling Enhancement Penalty Account through the development and publication of various



reports such as the Biannual Report, Semi-Annual Report, and Fact Sheet. The Unit develops and publishes monthly and weekly reports of the Beverage Container Recycling Program (Program) activities that impact the BCRF. The Unit is responsible for gathering and using Program data to establish Program rates including processing fees, processing payments, and handling fees which impact the BCRF. In addition, the Unit is responsible for gathering and analyzing data on the use of postconsumer recycled material to create the annual reports.

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