



DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 25-317	Classification Title: Environmental Scientist	Position Number: 835-722-0762-006
Incumbent Name: Vacant	Working Title: Environmental Scientist	Effective Date:
Tenure: Permanent	Time Base: Full Time	Intermittent Hours Per Month:
Division/Office: MMLA/LAMD	Section/Unit: Section 2/Unit 3	Reporting Location: 1001 I Street, Sacramento CA
Supervisor's Name Arti Lal	Supervisor's Classification: Sr. Environmental Scientist (Supervisory)	CBID: R10
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:

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 direction of the Senior Environmental Scientist (Supervisory), the Environmental Scientist/(incumbent) at Range A (an entry level employee) works under close supervision performing least complex scientific work; at Range B (an intermediate level employee) works under general supervision performing moderately complex work; or at Range C (a journey level employee) works under direction independently performing the most complex work. Incumbent performs a variety of scientific, analytical and administrative approaches to: assess local jurisdictions (cities, counties and regional agencies), local education agencies, non-local entities and facilities' development and implementation of solid waste, recycling, and diversion laws in the Public Resources Code (PRC) and California code of Regulations (CCR); related to but not limited to the following laws: Integrated Waste Management Act (AB 939), State Agency Waste Management Act (AB 75), Mandatory Commercial Recycling (MCR)(AB 341), Mandatory Commercial Organics Recycling (MORe) (AB 1826), and the Short-lived climate pollutants (SB 1383). Incumbent will work independently and apply scientific methods and principles in the identification, study, and solution of waste management challenges through the use of principles of waste prevention and recycling; environmental analysis of resource conservation program impacts and implementation strategies; use of statistical methods; and economic analysis. Utilizing a holistic approach, incumbent delivers services and programs locally and regionally to increase proper handling of waste (including household hazardous waste), waste reduction, diversion, and procurement; and development of local and regional markets supporting solid waste, recycling, and diversion laws. Incumbent takes an integrated, comprehensive, and market-based approach to providing local assistance. Incumbent assists regions in developing and/or expanding local and regional markets, provides guidance on diversion and procurement programs, and help businesses become more sustainable. This position involves travel throughout the state approximately 20% of the time and may include overnight travel. The incumbent must have and maintain a current 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.

Essential Functions (Including percentage of time):

The duties listed below require the incumbent to drive for state business to perform the job tasks.

40% Provide assistance to local jurisdictions, businesses, non-local entities, local education agencies, and other stakeholders, including the following: Independently identify program gaps, conduct research on approaches to address gaps, and apply scientific methods to solve waste management challenges. Perform program and project responsibilities to ensure implementation of solid waste management statutes and regulations. These responsibilities entail performing complex tasks, such as conducting research, gathering data, and providing reports of findings related to emerging technologies. Work performed requires managing conflict among competing programs and issues, such as public and governmental concerns, cross media issues, such as climate change, cost benefit analyses, industry and business interests, and emerging technologies, e.g., anaerobic digestion. Compile and analyze data, provide input, and make recommendations to management on the development of broad policy and legislative proposals with immediate and long-range impacts. Facilitate through meetings, presentations, reports, and website information the exchange of information between the Department, local officials, and all parties involved in waste prevention, beverage container recycling and diversion, and interpreting solid waste management statutes, regulations, and policies. Update stakeholders through meetings, presentations, reports, emails, and website information on applicable statutes, regulations, policies, and other related state and federal laws to ensure stakeholders are informed of requirements. Provide technical assistance services and deliver program tools, via trainings, meetings, presentations, and workshops. Provide and manage guidance via web tools, meetings, and training on the steps to prepare and revise planning documents: Source Reduction and Recycling Elements (SRREs), Household Hazardous Waste Elements (HHWEs), Non-disposal Facility Elements (NDFEs), Siting Elements (SEs), Integrated Waste Management Plans (IWMPs), Annual Reports (ARs), regional agency agreements, and Five-Year Countywide or Regional



Integrated Waste Management Plan Review Report. Assist new state agencies with developing an integrated waste management plan. Assistance consists of providing model tools, successful program examples, best management practices, new technologies, and resources for stakeholders to increase source reduction and meet the requirements of statewide solid waste and recycling laws. Facilitate communication between regions that are developing and implementing recycling and organic recycling programs, including peer matching to support program implementation. Collaborate with jurisdictions and the Jurisdiction and Agency Compliance and Enforcement (JACE) Branch to identify gaps, barriers, and challenges and recommend program improvements and provide assistance to jurisdictions for SB 1383, SRRE, MCR, MORE, HHWE, and AB 1594, as applicable. Based upon gap analysis, provide targeted assistance and provide guidance to improve program performance. Perform targeted technical assistance based upon the coordination, collaboration, and referral process with JACE to local jurisdictions, non-local entities, local education agencies, and facilities' progress in meeting the planning and waste disposal reduction mandates, including addressing non-compliant entities or entities exhibiting program gaps. Targeted technical assistance consists of analyzing data, such as tonnage reports, annual reports, conducting conference calls and field visits to assess programs. Present analysis of findings by preparing staff report and responding to management's questions. Based upon these review findings, prepare Requests for Approvals summarizing staff analyses and recommendations, as needed. Collect, analyze, and evaluate program implementation data to provide compliance assistance to regulated entities with current regulations and statutes. Assist jurisdictions with organic waste and edible food recovery capacity planning. Provide technical assistance regarding waivers to jurisdictions, non-local entities, and local education agencies. Additionally, gather data from state agencies' annual waste reports and State Agency Buy Recycled Campaign annual reports, to analyze procurement trends, make recommendations for expanding procurement efforts, and identify and provide technical assistance activities. Collaborate with non-local entities, local education agencies, and JACE to identify gaps, barriers, and challenges and recommend improvements and provide assistance to state agencies for SB 1383, MCR, MORE, AB 2812, and AB 75, as applicable. Based upon gap analysis provide targeted assistance to non-local entities and local education agencies and provide guidance to improve program performance. Assist JACE with development of a non-local entity's Plan of Corrective (MCR, MORE, AB 75) or Notice of Violation (SB 1383). Identify gaps/opportunities to promote recycling and solid waste diversion programs in targeted communities; develop, test, refine approaches, and strategies for entities to implement to maximize recycling; facilitate meetings with community representatives; coordinate with other CalRecycle teams, such as the Financial Resources Management Branch, Statewide Technical and Analytical Resources Branch, JACE Branch, and Division of Recycling; and provide local governments with technical assistance to increase recycling and support efforts to decrease disposal. Provide assistance to JACE related to complaints. Provide assistance to jurisdictions and JACE, as needed, to verify that jurisdictions are using a HDOWPF that meets the performance requirements. Assist JACE, with development of a jurisdiction's Corrective Action Plan or Local Implementation Plan for a jurisdiction failing to comply with SB 1383, SRRE, MCR, MORE, AB 1594, and/or HHWE.

35% Develop, gather, research, and disseminate technical assistance tools, case studies, and models to local governments, non-local entities, local education agencies, recycling manufacturers, and haulers. Work collaboratively with stakeholders to identify barriers and challenges and recommend solutions to overcome them. Conduct field visits to assess local and regional markets and diversion opportunities; gain an in-depth knowledge of local and regional waste prevention, beverage container recycling, waste diversion, and used oil and hazardous waste programs, as well as Environmentally Preferable Purchasing (EPP) and recycled-content procurement efforts, commercial business diversion efforts and business marketing opportunities, and processing and remanufacturing infrastructure, etc. Provide resources to stakeholders regarding data collection and analysis. Conduct assessments of local jurisdictions, non-local entities, and local education agency programs to determine technical assistance needs. Provide targeted assistance in regional markets and facilitate partnerships and projects with local and state government, non-local entities, local education agencies, and industry. Work with stakeholders to promote proper handling of waste material and develop local and regional procurement opportunities. Monitor, assess, and report the impacts of targeted efforts to assist local and state governments. Develop trend data related to the implementation of SB 1383, AB 939, AB 341, AB 1826, and the



other mandates related to jurisdiction's progress to determine tools and best management practices that are needed and foster collaboration. Provide outreach and assistance to stakeholders on various topics including organics, plastics, construction and demolition, green building, tires, environmentally preferred purchasing, waste prevention, u-waste, special waste, including used oil/household hazardous waste, commercial recycling, and business sustainability. Provide assistance and information to the Office of Innovation on new manufacturing facilities.

10% Grant and Loan Assistance: Assist the Financial Resources Management Branch (FiRM) with developing and promoting best management practices and providing supporting analysis of available data regarding program performance and effectiveness. Conduct on-site visits to permanent and temporary collection sites to increase understanding of program effectiveness. Collaborate with FiRM to develop grant and loan criteria, assist potential loan and grant applicants, distribute informational materials promoting loans and grants, assist with the evaluation of grant applications, and participate in bi-monthly Household Hazardous Waste Information Exchange meetings, trainings, workshops, and annual conference.

10% Participate in Special Projects: Analyze situations and take effective action; work cooperatively with others; prepare clear, complete, and technically accurate reports; communicate effectively; plan, organize, and execute studies and analyses; conduct oral presentations; evaluate data and develop recommendations based on findings; and operate in a lead capacity for special studies and projects. Design project plans; perform research and analysis; design and conduct special studies and prepare and present technical reports; develop techniques for handling a large variety of detailed data; analyze data; communicate the results and implications of studies to nontechnical persons; perform unique, technical research and analytical work; analyze pertinent legislation and policy options and make recommendations. Implement programs, such as the Commercial Recycling regulation, the Short-lived climate pollutants regulation, environmental preferred purchasing, and assist jurisdictions with participating in stewardship programs. Develop tools, models, and best management practices for jurisdictions, non-local entities, local education agencies, and businesses to target specific waste stream diversion opportunities (e.g., plastics, construction and demolition, tires, commercial recycling, disaster planning, schools, hospitals, etc.). Participate in pilot projects and special projects in coordination with the Statewide Technical and Analytical Research Branch (STAR), such as landscaping, organic management, edible food recovery, climate change, etc. Provide input on data for the Local Government Information Center (LoGIC) database development, provide training regarding the Recycling and Disposal Reporting System (RDRS) requirements, and provide input on content for webpages. Assist jurisdictions in engaging with facilities and the RDRS team to address disposal issues and provide assistance with disposal modification process. Organize, design, and conduct workshops, training sessions, and meetings for local jurisdictions and stakeholders; prepare and conduct presentations to City Councils, Boards of Supervisors, local task forces, citizens' advisory councils, and other interested groups; and prepare written correspondence in response to requests. Attend Department meetings. Prepare issue papers addressing various aspects of solid waste management. Prepare technical reports, articles, and correspondence relating to Department-wide issues.

Marginal Functions (Including percentage of time):

5% Prepare and edit scientific papers or similar documents for the Executive Director on various aspects of solid waste management, waste measurement and characterization, environmental impact assessment, and progress status reports. Research and develop internal and external policies and procedures. Prepare scientific reports, articles, and correspondence relating to Department-wide issues. Stay informed on emerging markets, technologies, and programs that include product stewardship, social marketing, and sustainability. Attend public meetings and hearings as needed.

Typical Physical Conditions/Demands:



The job requires extensive use of a personal computer and the ability to sit/stand at 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 incumbent works in an 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. 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:



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 a copy of this duty statement.

Supervisor Name

Supervisor Signature

Date/FirJOB

[Light blue shaded area for supervisor information]

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.)*

Do you need a reasonable accommodation to perform the essential functions of this position?

YES

NO

Employee Name

Employee Signature

Date

[Light blue shaded area for employee information]