



DUTY STATEMENT

☐ CURRENT

☒ PROPOSED

RPA Number: 25-234	Classification Title: Supervisor I	Position Number: 835-490-5393-920
Incumbent Name: Vacant	Working Title: BCRP Administration Unit Supervisor	Effective Date:
Tenure: Limited Term	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: DOR	Section/Unit: Administration Unit	Reporting Location: 1001 I Street, Sacramento 95814
Supervisor's Name: Amy Cameron	Supervisor's Classification: Exempt	CBID: S01
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.

Position Description:

Under general direction of the Assistant Director of the Division of Recycling, the Supervisor I is responsible for providing supervision to Analysts I & IIs on divisional tasks associated with Human Resources, Budgets, Accounting, Contracts and Facility Management issues. Specific duties include, but are not limited to:

Essential Functions (including percentage of time):

- 45% Responsible for the day-to-day operations of the unit. Ensure that all staff are proactive and committed to providing exceptional quality customer service to Managers and Supervisors within the Division and



throughout the department by establishing clear expectations, monitoring performance, providing coaching and feedback and fostering a culture of accountability, communication, and continuous improvement.

Ensure that all activities are carried out in accordance with State civil service laws and rules, department policies and procedures.

- 25% Oversee development, tracking and modification to the division's staffing plan to accurately reflect authorized positions, temporary help, retired annuitants, and vacancies. Ensure organizational changes are consistent CalHR and Department guidelines, classification principles, and direction from management.

Direct staff in the development of various accurate detailed reports required for effective administration, management, and tracking of personnel resources including but not limited to organizational charts and vacancy reports. Consult with hiring managers to prepare packages for submittal to department human resources associated with personnel actions, including but not limited to recruitment and hiring packages.

Provide interpretation and guidance regarding allocations based on classification guidelines and manager/supervisory to rank-and-file ratio requirements. Assist in the development of personnel-related justifications and Budget Change Proposals to ensure they are complete, well written and meet all applicable policies, procedures, laws, and rules.

- 20% Work with team members to develop curriculum and provide internal division training for all aspects of the Beverage Container Recycling Programs to ensure employees are acquainted with the roles and responsibilities of all program areas within the division to provide external and internal customers with efficient and correct information regarding the program.

Develop standard templates for information gathering for the use of the Assistant Director and other members of the Department Executive Team for briefings on program participants.

Marginal Functions (Including a percentage of the time):

- 10% Other projects as assigned related to research associated with contracts, divisional planning, and department work teams.

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 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: 835-490-5393-920

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