



DUTY STATEMENT

CURRENT

PROPOSED

RPA Number: 25-060	Classification Title: Environmental Program Manager I (Supervisory)	Position Number: 835-207-0756-001
Incumbent Name:	Working Title: Environmental Program Manager I (Supervisory)	Effective Date:
Tenure: Permanent	Time Base: Full Time	Intermittent Hours Per Month: N/A
Division/Office: Executive	Section/Unit: Office of Environmental Justice, Tribal Relations, Education and Outreach	Reporting Location: Sacramento
Supervisor's Name: Katrina Leni-Konig	Supervisor's Classification: Deputy Director	CBID: S10
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 Deputy Director of the Office of Environmental Justice, Tribal Relations, Education and Outreach (EJTREO), the Environmental Program Manager (EPM) I (Supervisory) provides strategic leadership and oversight for CalRecycle's environmental justice, tribal relations, border relations, environmental education, and youth leadership development initiatives. The EPM I (Supervisory) coordinates, develops, evaluates, and recommends program strategies and policies to advance equitable outcomes and ensure EJTREO considerations are fully integrated into CalRecycle's scientific and programmatic activities. As manager of the EJTREO team, the EPM I (Supervisory) oversees staff responsible for implementing



education programs, community engagement, tribal consultation, binational/border-region relations, interagency partnerships, and youth-centered leadership development programs. The EPM I ensures full implementation of Assembly Bill (AB) 649 and other statutory and policy requirements. Travel may be required locally and statewide up to 20% of the time. The incumbent must possess a valid California Driver’s License and participate in the Department of Motor Vehicles (DMV) Employer Pull Notice Program.

Essential Functions:

35%	Plans, manages, and evaluates EJ/TREO programs and policies of significant complexity and sensitivity. Ensures timely completion of program objectives and production of high-quality, science-based materials that incorporate environmental justice, tribal, border-region, and youth leadership perspectives. Develops and utilizes project management tools, work plans, and performance measures to track progress and ensure accountability. Oversees program budgets, contract development, and resource planning. Ensures scientific and educational materials are accessible and effectively communicated to diverse audiences, including K–12 schools and youth-serving organizations.
35%	Develops and maintains strong relationships and partnerships with Tribes, environmental justice organizations, border-region partners, youth-serving organizations, and industry representatives, as well as state, local, and federal agencies. Leads consultation, collaboration, and engagement efforts with environmental justice and tribal affairs program staff across CalEPA, Boards, Departments, and Offices (BDOs), and other agencies to advance best practices and improve equitable participation in CalRecycle programs. Supports engagement with disadvantaged communities, Tribes, and border-region communities to address cumulative impacts and local environmental concerns. Represents CalRecycle at public meetings, school events, youth leadership convenings, conferences, and workshops. Oversees development of communication materials including fact sheets, presentations, briefings, white papers, and reports, and ensures application of best practices for language access.
15%	Oversees development, enhancement, and implementation of public education and environmental education initiatives for K–12 schools, youth programs, and community partners. Provides recommendations for incorporating environmental justice and tribal perspectives into curricula, training, and educational resources. Develops youth leadership development programming to encourage environmental stewardship, civic engagement, and career pathways. Supports administration and interagency coordination for the California Environmental Youth Advisory Council.

Marginal Functions:

10%	Participates in professional development activities including trainings, conferences, seminars, and cross-sector collaborations to stay current in environmental justice, tribal affairs, youth engagement, scientific communication, and program management. Builds partnerships to support program development and knowledge growth.
5%	Supports CalRecycle efforts to recruit and retain a diverse workforce. Provides mentorship to staff and assists with outreach to external partners to strengthen applicant pools.



	Supports hiring activities, including interview panels and onboarding, and provides coaching and performance feedback to team members.
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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 a high-rise office building in downtown Sacramento, in an 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

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