

DUTY STATEMENT☐ **CURRENT**☒ **PROPOSED**

RPA Number: HRC0001114	Classification/CBID: Analyst II / R01	Position Number: 810-110-5393-001
Incumbent Name:	Working Title: Board Specialist	Effective Date:
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Program/Division: Board of Environmental Safety	Branch/Section/Unit:	Reporting Location: Headquarters
Supervisor's Name: Sheena Brooks	Supervisor's Classification: Supervisor I	Position Telework Eligible: ☒ YES ☐ NO
Confidential Designation: ☐ YES ☒ NO	Designated Position for COI: ☒ YES ☐ NO	Position Designated Bilingual: ☐ YES ☒ NO
Supervision Exercised: ☒ None ☐ Lead ☐ Managerial ☐ Supervisory		

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.

Equity Statement

The Department of Toxic Substances Control (DTSC) values diversity, equity, and inclusion throughout the organization. We foster an environment where employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. We believe the diversity of our employees is essential to inspiring innovative solutions. Together we further our mission to protect California's people and environment from harmful effects of toxic substances by restoring contaminated resources, enforcing hazardous waste laws, reducing hazardous waste generation, and encouraging the manufacture of chemically safer products.

Position Description

Under the general direction of the Executive Officer and Supervisor I of the Board of Environmental Safety, the Analyst II (Board Specialist), is responsible for serving the Board for varied and complex analytical assignments in support of the team and Board operations. Specific duties include, but are not limited to, the following:

Essential Functions (Including percentage of time):

40%	<u>Board Meeting Coordination and Reporting</u> Attends and facilitates scheduled Board meetings and special hearings as the Board Clerk; drafts monthly agenda announcements, agenda items, Board Clerk and Board Chair scripts, and prepares detailed minutes; posts agendas, agenda items, meeting materials, meeting video/audio files, and approved minutes; identifies and secures in-community venues for
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	meetings and hearings; schedules appointments, meetings, and briefings, including the set-up and preparation of agendas; Zoom meeting/webinar facilitation and support in partnership with Board's Facilitation Team, coordinate and execute technical needs for hybrid Board meetings, hearings, and workshops; supports Board members regarding policy, procedure, and practice development and implementation; facilitates and executes administrative or operational needs for Board meetings; prepares staff reports for presentation at Board meetings; maintains and organizes board materials and records. Coordinates administrative duties required for Board meetings; prepares and develops letters, orders, memoranda, spreadsheets, and reports regarding confidential legal and other matters at the direction of the Executive Officer, Supervisor I, and Staff Counsel; independently prepares written articles, reports, correspondence and other written materials for Board and leadership signature; and ensures documents and presentations are ADA compliant. Assists with preparing itineraries and scheduling necessary board member travel arrangements and reservations; prepares and reviews travel reimbursement claims and advance requests; assists with maintaining Board member compensation records and other legal documents; assists with establishing, updating, and maintaining Board website presenting public information.
25%	<u>Permit Appeals and Public Engagement</u> Provides Board Counsel and the Board's Technical Team with administrative support in scheduling special meetings and hearings for the permit appeals process; serves as point of contact for permit appeal appellants throughout the appeals process; prepares correspondence and memorandums for review and signature of Board Chair, Vice Chair, Executive Officer, and/or Board Counsel and disseminates appropriately to appeal Parties; Creates appeals checklist for each appellant to keep Board Staff and appellants on task with regulated deadlines. Supports the board in helping stakeholders stay informed and knowledgeable about DTSC's, mandates, authorities, regulatory proposals, and decisions. Provides assistance and information to the public regarding DTSC programs and serves as liaison to the public and state, federal and local governmental agencies, departments, groups, and stakeholders.
15%	<u>Reporting and Data Analysis</u> Assists with creating and submitting travel expense claims (TECs) for Board Members and Executive Officer, monitors submission of TECs to be processed, conducts annual audit to ascertain outstanding TECs that need to be submitted, and verifies submitted issued reimbursements. Maintains accurate documentation to record data for all completed Board events including meetings, workshops, hearings, external meetings, and facility and site tours to use for annual reporting to Board Leadership, the Legislature, and Senate committees. Supports the Board's progress in the processes related to storage, treatment, and disposal for hazardous waste including improvements in permit processing, enforcement actions, and transparency of decision-making; provides strategic guidance on key issues including overall roles and responsibilities for DTSC, site cleanup prioritization and hazardous waste permitting. Assists with researching and preparing data analysis of the Director's priorities progress annually to inform and support the Board's annual evaluation process of the Department.
10%	<u>Tracking and Monitoring</u> Assists in tracking, monitoring, and logging, required steps within the Board's permit appeal process. Identifies opportunities to address key Board priorities to ensure Board meets annual goals; monitors several BES general mailboxes, including for appeals and provides support to the Executive Officer and Supervisor I, researches and prepares responses to verbal, written, in-person and internal routine and non-routine inquiries on behalf of the Board and management as directed; tracks BES budget and expenditures and updates internal BES budget documents for tracking purposes.
Marginal Functions (Including percentage of time):	
5%	<u>Special Projects</u> Conducts special projects such as workload analysis, resource utilization plans, projections, and recommendations; identifies, develops, and proposes improvement and efficiencies for Board's operations; develops charts, tables, and other visual aids to interpret and communicate results;

	participates in policy development to assist with implementing changes and process improvements; maintains a variety of reports, spreadsheets, and automated systems documenting performance.
5%	Other Duties Performs other duties as required in support of the Board including, but not limited to; performs special projects and conducts technical or administrative research as directed by the Executive Officer and program management; develops ad-hoc reports; attends job-related meetings and training as required; provides administrative support such as coordinating and scheduling meetings, editing, and formatting documents for staff.
Consequences of Error: (if applicable)	
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. Required to stand, bend, squat, reach, grasp and pick up items consistent with office work. Individually able to transport up to ten pounds.	
Typical Working Conditions:	
Works in an office setting in a multi-story building with artificial light and temperature control and attends meetings in similar settings. A telework schedule may be available (the incumbent will be expected to be available through various platforms throughout the day to communicate on work related activities). The work schedule is Monday through Friday. Travel may be required locally and within the state. If travel is required, it will be by commercial carrier or auto, whichever method is in the best interest of 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:	
The incumbent must be able to manage time effectively, prioritize tasks, and adapt quickly to changing priorities and deadlines. The incumbent must be able to gain and maintain the confidence and cooperation of others and work in a team environment. The incumbent must establish and maintain working relationships and effectively communicate with persons at all levels, both inside and outside the Board, and exhibit courteous behavior towards co-workers, and the public, at all times. The incumbent must have the ability to use computer programs such as Microsoft Office suite (Teams, Outlook, Excel, Access, Word, PowerPoint, Visio, Forms), and Adobe programs. Using these tools, the incumbent must be able to analyze data and present information logically and creatively, maintain high attention to detail and accuracy in work products, reason logically and creatively, use a variety of analytical techniques in the course of the work, and effectively communicate information and consult with staff at all levels, both within and outside of the Board in order to complete work assignments. The incumbent should be proficient in procurement, contracts, negotiating, accounting principles, auditing principles, and administrative, and budgetary processes. The incumbent should be familiar with making documents and files ADA compliant (AB 434). Assigned work should be completed accurately and within the required deadlines. Assignments involve working with sensitive and confidential information and often with little lead time and a short-turnaround time; strong writing and editing skills, and the ability to present ideas, develop solutions, and effectively communicate information verbally, graphically and in writing; ability to develop and maintain collaborative working relationships with management, staff, and clients; ability to complete assigned work, review for accuracy and maintain confidential data.	

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
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Employee Name	Employee Signature	Date

HUMAN RESOURCES BRANCH USE ONLY:

☒ Duties meet class specifications and allocation guidelines.

☐ Exceptional allocation, STD 625 on file.

Analyst initials: ke Date Approved: 1/29/2026

Revision Date (if applicable):