



DUTY STATEMENT

☐ CURRENT

☒ PROPOSED

RPA Number: 25-115	Classification Title: Program Technician	Position Number: 835-461-9927-920
Incumbent Name: Vacant	Working Title: Program Technician	Effective Date:
Tenure: Permanent	Time Base: Full Time	Intermittent Hours Per Month: N/A
Division/Office: Recycling	Section/Unit: Investigations Section, Riverside & Cerritos	Reporting Location: 1955 Chicago Ave. Suite, Riverside, CA 92507 & 12900 Park Plaza Dr., Suite 350, Cerritos, CA 90703
Supervisor's Name: Monique Wilkerson	Supervisor's Classification: Supervising Special Investigator II	CBID: R04
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 close supervision of the Supervising Special Investigator II (Supervisor), the Program Technician (PT) will assist the Recycling Program Enforcement Branch (RPEB) investigation staff in performing various types of reviews, field visits, investigations, research and technical duties to support the RPEB as it relates to investigations of individuals or business entities subject to the California Beverage Container Recycling and Litter Reduction Act (Act).

The PT will assist in conducting risk assessments, analysis and data mining of certified and non-certified entities to deter, prevent, detect, mitigate, and investigate activities that may result in



fraudulent payments from the California Beverage Container Recycling Fund. In office time to be split between the Riverside Field Office and the Cerritos Field Office. This position may include occasional weekend assignments or overnight travel that may require an adjustment to the employee's work schedule. Travel to include, but not limited to, driving a motor vehicle and travel via public transportation, including commercial airplane, train, ride-share and in the same vehicle as other staff. Must possess required documents to travel via commercial airplane (i.e. Real ID and/or US passport). Travel is throughout California and should not exceed a maximum of 30% per year.

Essential Functions (including percentage of time):

- 35% Assist the Southern California Investigations Section (Section) staff with conducting risk assessments of entities receiving reimbursement payments from the California Beverage Container Recycling Fund (Fund).

Assist Section staff with conducting data mining to extract program data, review patterns, trends, and indicators of fraud. Assist staff with large scope administrative cases by conducting basic document reviews, data entry, inventory reconciliation and collection of required program records.

Provide technical support to the Southern California Investigations Section staff by researching participant background, operations, compliance history, and volumes using the Division of Recycling Integrated Information System (DORIIS). Create cases in DORIIS, input case development information for preliminary casework, perform less complicated case updates in DORIIS, scan and attach documents, enter service charges, and notes by following established processes.

- 25% Serve as the evidence custodian in Southern California with the maintenance of office files/evidence rooms, which include confidential information containing highly sensitive financial records and proprietary information. Ensure the filing system is in compliance with State Records Management practices and policies. The duties listed above require operating a state vehicle to conduct official state business.

Responsible for receiving incoming telephone calls, scheduling deliveries, preparation, maintenance, updates and distribution of the daily CRV prepayment inspection schedule to Investigations Staff and Stakeholders for all three Southern California Field Offices (Cerritos, Riverside and San Diego). Receive and screen incoming mail and/or visitors and direct to the appropriate staff. Respond, both orally and in writing, to non-technical inquiries from members of federal, state and local agencies, contractors and interested parties on a variety of recycling related issues. Coordinate with other CalRecycle clerical support staff to ensure that telephone coverage for Field Offices is adequate to address any planned or unplanned absences. Schedule appointments and meetings for RPEB field offices supervisor/staff as needed and make necessary room reservations for workshops, training classes, meetings, and interviews. The duties listed above require operating a state vehicle to conduct official state business.

- 25% Assist the RPEB Southern California management team and staff with the processing of notice of violations and civil penalty.



Perform party creation of persons of interest and/or vehicles related to enforcement activities. Update case information related to compliance activities and history in the DORIIS. Produce and distribute mailings of Official Notices as directed to inform all program participants on a periodic basis of policies, regulations, workshops, and general reporting information.

- 10% Assist RPEB Southern California Investigations staff with inspecting materials delivered to processing facilities, reviewing claims and supporting documentation associated with deliveries. Assist RPEB staff with placing Claims Volume Report analysis "on hold" in DORIIS to hold CRV payments for loads that are identified as anomalous per RPEB management direction. Assist in creating/editing participant records in DORIIS, as directed by RPEB management and staff. The duties listed above require the incumbent to drive for state business to perform the job tasks.

Participate in special projects as a team member of RPEB.

Marginal Functions (Including a percentage of the time):

- 5% Other duties as assigned by the Supervisor and RPEB Southern California management team and staff.

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 an office building in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday.

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 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