



CMD 900-54
(Rev. 09/2024)

DUTY STATEMENT

☐	Current
☒	Proposed

Position Classification: Senior Environmental Scientist (Specialist)	Working Title: Hazardous Waste Program Lead
Position Number: 006-192-0765-117	CBID: R10
Work Week Group: 2	Work Hours: 8:00 am – 5:00 pm, Monday - Friday
Command/Directorate/Unit: Facilities and Infrastructure, Environmental Programs	Physical Work Location: CHQC 10601 Bear Hollow Drive, Rancho Cordova, CA 95670 Or Camp Roberts- San Miguel, CA 93451 Or JFTB- 11206 Lexington Dr. Los Alamitos, CA 90720 Note: Camp Roberts works location includes regular work at Camp San Luis Obispo approximately 47 miles south
Supervisor Name: Bryceson Douglas	Supervisor Classification/Rank: Environmental Program Manager I (Sup)
Current Incumbent: Vacant	Effective Date: TBD
Position Requirements: ☐ Conflict of Interest Filer (Form 700) ☒ California Driver's License ☐ Class A ☐ Class B ☒ Class C ☐ Class C w/Endorsement: ☒ Travel to Multiple Locations ☐ Occasional Travel ☒ Other (Specify): <u>Common Access Card, Hazardous Waste Training</u>	
As an employee of the California Military Department (CMD), you are required to perform the essential functions of the position with or without reasonable accommodation. The incumbent is also expected to work cooperatively with internal staff/external partners and treat others fairly, honestly and with courtesy and respect. In addition to providing the highest level of customer service while meeting the CMD mission.	
Position Identification: Under the general direction and guidance of the Environmental Program Manager I, the Senior Environmental Scientist (Specialist) serves as the lead scientist for the Hazardous Waste (HW) Program and oversees compliance with all federal, State and local environmental laws and regulations. The incumbent coordinates hazardous waste pickups; tracks waste from request through transport to permitted treatment, storage, and disposal facilities; and maintains required documentation and records, including manifests. Responsibilities also include managing the HW program budget, preparing projections, and reports and responding to all hazardous waste related queries. The incumbent promotes waste minimization by diverting materials from being disposal when waste can legally be reused or recycled. Additional duties include overseeing budgets, execute annual program budget, review multi-year contracts, establishing program priorities, interpret and implementing policies, and strategic planning. The incumbent serves as the senior subject matter expert and resolves the most complex environmental compliance issues.	
Essential Functions:	

Commented [JA1]: Do they need mandatory training due to hazardous? 22 CCR § 66265.16

Commented [WR2R1]: I would say so

Commented [WR3R1]: Add here as well

Commented [WR4]: I consolidated as it was a run on paragraph and repetitive

Duty Statement

CMD 900-54
(Rev. 09/2024)

55%	<u>Hazardous Waste Program Lead:</u> • Manage and evaluate Hazardous Waste (HW) turn-in requests from facilities Statewide including tank pump-outs, used oil recycling, oil/water separator servicing, and disposal of paints, solvents, and adhesives, empty drum recycling, lead-acid battery exchange, and universal waste disposal or recycling. • Research and characterize hazardous materials using Safety Data Sheets (SDS), HMID (Hazardous Material Inventory & Database), and other technical references to determine regulatory handling, storage, and disposal requirements*. • Lead, coordinate, and track HW disposal activities from request through final disposal, including entering requests into HMID website to create Document Turn In Identifications (DTIDS)* and forwarding turn in requests to Defense Logistics Agency (DLA) regional offices*. • Analyze facility operations to identify all hazardous waste streams and develop, maintain, and update Waste Profile Sheets (WPS). Collaborate with generating units to implement waste minimization strategies, including substitution, recycling, and process improvements. • Develop and implement hazardous waste diversion strategies to minimize environmental impact and ensure compliance with federal, state, and Department of Defense (DoD) regulations, including recycling, repurposing, and safe disposal of materials. • Maintain accurate tracking and reporting systems for hazardous waste and diversion activities, documenting generation, disposal, and minimization efforts; ensure transparency, regulatory compliance, and continuous improvement in environmental performance metrics*. • Coordinate with installation units and external vendors to identify opportunities for diverting hazardous materials from the waste stream, optimizing reuse and recovery processes while ensuring safety and accountability. • Collaborate with unit-level and Field Maintenance Shop Environmental Compliance Officers ECOs and, EPAS assessors to track compliance and support program oversight. <i>*As required by Army Regulation 200-1, the tasks associated with this function support the CMD federal military mission by ensuring compliance with federal laws/regulations and conducting essential communications with federal regulators.*</i>
20%	<u>Regulatory Documentation and Reporting</u> • Oversee HW removal from sites coordinating with facility unit, DLA, and external regulators to ensure proper documentation, handling and disposal procedures. • Review HW manifests, DTIDs, invoices and other disposal documentation for accuracy, completeness and regulatory compliance. • Maintain HW manifests, WPS, Land Disposal Restrictions (LDRs), DTIDs and other disposal documentation in accordance with CUPA (Certified Unified Program Agency), federal and state regulations. • Prepare and submit reports to regulatory agencies and internal stakeholders using Web Compliance Assessment and Sustainment System (WEBCASS), California Environmental Reporting System (CERS) and other applicable reporting platforms.

Commented [WR5]: Spell out

Duty Statement

CMD 900-54
(Rev. 09/2024)

	<i>*All CMD Environmental personnel and programs are federally funded. As required by NGB/Army policy, staff salaries and the programs they support are documented through several federal systems of record including but not limited to HMID, E-STARR and EQUIP (see Required Qualifications below). *</i>
20%	<u>Budget and Contract Management</u> • Oversee execution of HW contracts for transportation and disposal with Barstow, Camp Pendleton and San Joaquin DLA representatives. Ensures proper funding prioritization, resourcing, and execution of the yearly budget to fund HW removal projects and maintain environmental compliance. • Oversee contracts for HW removal projects and environmental documents, including, but not limited to, reviewing scopes of work, reviewing bids, reviewing proposals, managing deliverables, and ensuring adherence to schedules and budgets. • Plan, program and execute yearly HW budget using Environmental Source to Track, Analyze & Review Requirements (E-STARR) the ARNG system of record, to fund HW removal projects and maintain regulatory compliance. <i>* Environmental personnel and programs are federally funded and documented using several federal systems of record including but not limited to HMID, E-STARR, EQUIP, and GFEBS (see Required Qualifications below). *</i>
Non-Essential/Marginal Functions:	
5%	• Other duties as assigned.
Knowledge, Skills, and Abilities:	
Knowledge of: Basic principles of land, water, fish, wildlife, and other natural resources research; principles of ecology; soil and irrigation sciences, resource management, hydrology, geology, and waste prevention; statistical methods; land-use practices with reference to their general effect on human health, natural resources, agricultural productivity, and the environment; effects of hazardous and non-hazardous waste material and their interactions on the environment; chemical reactions; California and Federal environmental laws, rules, regulations, and requirements; basic toxicology, hydrology, geology, and principles of risk assessment and risk management; concepts employed in a variety of disciplines including environmental planning, economics, and resource management; geolocation and geo-referencing software applications, resource conservation program impacts and implementation strategies; and recycling issues. In addition to the above, broad knowledge of the legislative process; California and Federal environmental regulatory and resource management laws, regulations, plans, programs, and policies relating to their program area; resource management practices and techniques; and chemical substances and waste materials and their interactions with and effects on public health and the environment.	
Skills: N/A	
Ability to: Apply or modify scientific methods and principles; collect environmental data; analyze and evaluate data and reach sound conclusions; review, check, and interpret scientific and environmental reports; analyze situations and take appropriate actions; establish and maintain cooperative relations with all persons contacted; communicate effectively; prepare clear, complete, and technically accurate reports; apply laws, rules, regulations, policies, and requirements of California and Federal environmental protection and resource management programs; assess the impact of	

Duty Statement

CMD 900-54
(Rev. 09/2024)

proposed State and Federal environmental legislation and regulations; understand principles of risk assessment and risk management; work with professionals from a variety of disciplines within and outside of State government; and review and understand technical research reports on emerging public health and environmental issues. In addition to the above, develop scientific methodologies, research projects, criteria, procedures, guidelines, reference materials, planning and regulatory documents, and other innovative solutions for critical and/or sensitive environmental management problems; independently plan environmental studies; provide research and evaluation of short-term and important projects concerning public health, agricultural productivity, and environmental protection; develop techniques for handling and analyzing a large variety of detailed data; communicate the results and implications of studies to nonspecialists; act as an expert witness in court or at legislative or quasi-judicial hearings; provide leadership in accomplishing basic functions and objectives in assigned programs; and inspire confidence and effective working relationships with employees, managers, and leaders in government and industry.

Required Qualifications:

- California Driver's License
- Complete and maintain required hazardous waste training in accordance with Title 22 of the California Code of Regulations, Section 66265.16, ensuring compliance with federal, State, and DoD regulations and safe program operations.
- This position requires a T1 background investigation and issuance and continued possession of a DoD Common Access Card (CAC) to perform essential duties in support of the Army Environmental Program under the provisions of AR 200-1. Position will require unescorted installation access to federal installations throughout the incumbents employment specifically: JFTB, GTC-CR, authenticated access to DoD NIPR systems including [G-9 WEBCASS-E Portal, Cleanup Restoration & Liabilities (CRL), Natural Resources Revenue Tracking (NRRT), Environmental Document Repository (EDR), Environmental Quality Universal Information Portal (EQUIP), Hazardous Material Inventory & Disposal (HMID), Integrated Pesticide Management (IPM), Regulatory Enforcement Action Compliance Tracking (REACT), Environmental Source to Track, Analyze & Review Requirements (E-STARR), Evaluation and Assessment of Regulatory and Legislative Impacts (EARLI), Defense Occupational and Environmental Health Readiness System (DOEHRS), California Army National Guard SharePoint (Federal NIPR), Guard Knowledge Online (GKO), Joint Knowledge Online (JKO), General Fund Enterprise Business System (GFEBS)], and digitally sign/encrypt official correspondence.

Desirable Qualifications:

- Advanced knowledge/understanding of hazardous waste regulations, Hazardous Materials Business Plans (HMBP), California Environmental Reporting System (CERS), fire codes, and recycling regulations.
- Deep knowledge of hazardous materials, chemicals, hazardous waste management, and associated regulatory requirements.
- Knowledge / understanding of chemistry, laboratory setting, hazardous materials/waste regulations and related environmental regulations.
- Knowledge of environmental program development and regulatory compliance.
- Demonstrated organizational skills to plan, organize, and prioritize work.
- Excellent writing and verbal communication skills.
- Previous experience in a military environment, understanding of the military mission and resources required to accomplish it.

Duty Statement**CMD 900-54**
(Rev. 09/2024)**Work Environment:**

- Ability to work with staff and personnel from various backgrounds.
- Listen to and understand staff, administrators, regulators, and others.
- Effectively communicate complex, technical environmental information to non-specialists.

Physical/Mental Abilities:

- Ability to sit or stand for long periods of time.
- Requires ability to conduct field work, including walking, climbing, navigating terrain, and maintaining situational awareness of location and site conditions.
- Requires reaching, turning, kneeling, lifting, and other related physical abilities.
- Ability to understand and follow policies safety procedures.
- Provide effective verbal and written direction.
- Ability to apply critical thinking.

Equipment Used:

- Telephone, computer, scanner, photocopier, camera, GPS unit, cell phone
- Car, 4-wheel drive truck/SUV, ATV, or van.

Employee Certification:

This duty statement reflects the typical duties of the essential functions described for the position. It is not considered an all-inclusive list of work requirements. I have read and discussed the duties of this position with my supervisor and understand I may perform other duties as assigned, including but not limited to, work in other functional areas to cover absences, peak work periods, or balance workload.

I certify I possess qualifications, including but not limited to, integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others. Additionally, I am able to perform the assigned duties with or without reasonable accommodation. Should I have any concerns performing the assigned duties, I will discuss them with the hiring manager who will provide information for the Return-To-Work Coordinator.

I have read the duty statement and discussed the duties with my supervisor.

Employee Name (Print)	Signature	Date
-----------------------	-----------	------

Supervisor Statement:

I have discussed the duties outlined in the duty statement and provided a copy to the employee.

Supervisor Name (Print)	Signature	Date
-------------------------	-----------	------

State Personnel Office Use Only

State Personnel Certification: Approval

C&P Analyst Name (Print)	Signature	Date
--------------------------	-----------	------