



State of California
DUTY STATEMENT

CalRecycle 109A (Rev. 10/2024)

Department of Resources Recycling and Recovery
AFITS/Human Resources Section

DUTY STATEMENT

☒ **CURRENT**

☒ **PROPOSED**

RPA Number: 26-009	Classification Title: Sr. Environmental Scientist Specialist	Position Number: 835-839-0765-002
Incumbent Name: TBD	Working Title: Sr. Environmental Scientist Specialist	Effective Date: 7/1/2026
Tenure: Permanent	Time Base: Full Time	Intermittent Hours Per Month: N/A
Division/Office: WPCMD/WEED	Section/Unit: Tire Enforcement Section	Reporting Location: Sacramento or Riverside
Supervisor's Name: Jacob Soza	Supervisor's Classification: EPM1	CBID: S10
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 supervision of the Environmental Program Manager I (Supervisory) (EPM), the Senior Environmental Scientist (Specialist) (incumbent) oversees the development and resolution of all escalated environmental enforcement actions within the Waste Tire Enforcement Section which is responsible for implementing CalRecycle's statewide Waste Tire Enforcement Program. This Program seeks to manage and mitigate impacts of waste and used tires on public health and safety, and the environment by ensuring that waste tire facilities comply with tire permitting, storage, and movement laws, regulations, and state minimum standards.



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The incumbent will be the lead responsible for reviewing documents drafted by program staff prior to submittal to the Section Manager and Legal. They will track and manage all enforcement cases and will mentor program staff in developing enforcement cases. As the lead in this area of expertise, the incumbent will prepare guidance on unique and complex investigations and will provide specialized tire enforcement training to other technical staff, law enforcement agencies, tire enforcement agencies, and the regulated community. The incumbent will analyze violation reports referred for escalated enforcement and review previous investigations, past case histories throughout the state, statutory requirements, and analyze cases between Hauler Compliance and the Tire Storage Enforcement Units to ensure consistency and develop defensible cases and enforcement orders. The incumbent will develop Streamlined Penalty Letters, Cleanup & Abatement Orders, and Statement of Facts for Administrative Complaints.

The incumbent will observe and evaluate records as they relate to the review, inspection, assessment and enforcement of waste tire regulated entities to ensure compliance with California's waste tire laws. The incumbent will consult technical staff, including management and attorneys, to prepare evidence for hearings and will testify in hearings. The incumbent will conduct critical scientific investigations, independently identify problems, and develop courses of action, to consistently carry out environmental enforcement actions across the state thereby providing a level playing field for regulated entities, and equally protecting public health and safety in all areas. The incumbent is responsible for consulting with various divisions and agencies to plan and report enforcement activities, goals, and metrics.

The incumbent will accomplish program goals by applying principles of scientific research, physical and environmental sciences, knowledge of statistical analysis, resource and integrated waste management, industry economics and operations, public health, and technical enforcement documents.

Essential Functions (including percentage of time):

- 40% Act as the Department's primary expert and enforcement liaison to the waste and used tire regulated community. The incumbent will work closely with regional unit supervisors, management, attorneys, and collections offices to prepare evidence for hearings, and will testify in hearings. Through evaluation of office and field evaluations across the state and between tire programs, will apply scientific methods and principles to review business/facility environmental practices and identify, research and conclude whether businesses/facilities comply with the applicable laws, and that laws are being consistently enforced across all regions and program areas. Develop and support completed waste tire enforcement actions, including administrative, civil and criminal, for noncompliant businesses/facilities. Review findings and reports for technical adequacy, completeness and consistency. In difficult cases, meet directly with business/facility operators and/or property owners to communicate, evaluate, and resolve compliance issues pertaining to a specific business/facility. When cases involve complex situations, the incumbent may accompany program staff on inspections. Evaluates staff's determination of the significance of violations and their general effect on public health, safety and the environment and the appropriate corrective measures to be implemented in accordance with the waste tire laws and regulations in the Public Resources Code (PRC) and California Code of Regulations (CCR) and state minimum standards. Mentors staff efforts to evaluate, prepare and take necessary enforcement action including developing accurate and complete enforcement case documentation, and how to accurately input and maintain enforcement information in the Department's databases. Trains and prepares guidance manuals to develop staff's technical expertise, interactions with



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stakeholders, analytical capacity and broader knowledge of the tire and other CalRecycle programs and industries.

- 25% Develop work plans for submittal to and coordination with the EPM I and regional unit Supervisors that identify and track enforcement cases to accomplish the Department's waste and used tire enforcement goals and objectives. Coordinate with the Legal Department and manage cases with the Accounting Department in the issuance and collection of penalties. Develop and present completed and detailed high-level enforcement evaluation reports relating to cases as well a department-wide issues.
- 15% Identify, coordinate, convene, and/or participate in internal and external Department working groups, including CalEPA, to address cross-program issues related to the Waste Tire Enforcement Program including facilities within areas identified as having a high CalEnviroScreen score. Consult with and advise waste tire enforcement regional unit supervisors, waste tire permitting program staff, supervisors and management, and other agencies and institutions, interested stakeholders and technical experts engaged in related regulation, investigations, and enforcement to provide the program team with technical advice and guidance needed to implement its programs. The incumbent will provide specialized tire enforcement training to other technical staff, law enforcement agencies, tire enforcement agencies, and the regulated community
- 15% Provides support to the EPM I and EPM II in the formulation, analysis, and amendment of proposed legislation, policy development and program implementation affecting the Department's waste and used tire compliance program. Provide support in the development and proposal of improvements to the operation of the section and branch, and solid waste policy issues through business practices, statewide guidance documents, budgetary, statutory, regulatory, including development of budget change proposals. Takes the lead on scientific research, investigations and preparation of documents and technical reports to determine the effects of proposed activities on the environment. Collect, analyze, and evaluate scientific data to develop and revise environmental policies and ensure sound conclusions are made. Interpret and implement existing and proposed internal and external environmental laws and regulations, program policies, and program evaluations and reporting to fairly enforce the PRC and CCR requirements. Confer and consult with the EPM I and EPM II on all written reports, issues, memoranda, public hearing items, policy recommendations, and correspondence prior to presentation and submittal to the Deputy Director, Executive Office and CalEPA, Legislature, general public, and the regulated communities.

Marginal Functions (Including a percentage of the time):

- 5% Other duties as required including but not limited to: consultation with Executive Staff, elected officials, local government officials, industry representatives, interest groups and the general public; attend at public meetings and hearings; preparation articles and correspondence on various aspects of waste and used tires, solid waste, waste measurement & characterization, use of recycled materials/commodities, environmental impact assessment, and stay informed



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about emerging waste and used tire market trends, technologies, and programs

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.

The position may occasionally require walking on rough, poorly or non-paved roads/terrain or hike short to moderate distances during site visits. Additional physical traits necessary for occasional field work include sufficient manual dexterity to take notes with pen/pencil, bend, stoop, kneel, and sit or stand for extended periods of time.

The job requires you to read, prepare, review, and inspect a variety of hard-copy and electronic documents and records that contain technical information, often via e-mail. This includes preparing briefing memos and managing databases.

The job requires you to engage in internal and public meetings with staff, management, executives, elected officials, local government officials, industry representatives, and the general public. You must be able to engage in conferences, workshops, and phone conversations to provide laws, regulations, policies, inspections, investigations, advice, assistance, training, and direction to these parties. You must maintain a valid driver's license and the ability to travel (i.e. vehicle and airplane etc.) to conduct state business.

Typical Working Conditions:

This position may be eligible for hybrid telework under Government Code section 14200 for eligible applicants residing in California, subject to the candidate meeting eligibility set forth in the CalEPA telework policy and/or future program need. Employees not residing in California are not eligible for telework. Regardless of telework eligibility, all employees may be required to report to the position's designated headquarters location in Sacramento, CA or Riverside, CA, at their own expense. The EPA headquarters building offices are well-lit, enclosed, non-windowed office cubicles in a smoke-free environment.

The 40-hour work week schedule is typically dayshift, Monday through Friday. Office and field work includes, on a regular basis, writing and reviewing inspection reports and notices, contact with the regulated community by way of in-person, phone and video conferencing, preparation and review of other documents and internet research. Overnight travel may be required locally and within the state. The job occasionally requires you to perform field inspections, hear vehicles and alarms or other audible signals of possible risk.

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



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vehicles.

☒ Other (Explain below)

Explanation:

Must have and maintain a valid California Driver's License. Must have and maintain a REAL ID (compliant license or acceptable alternative form of identification) to be able to pass through TSA security checkpoints for required domestic flying.

Must be able to occasionally travel (via airplane or car etc.) to conduct State business. The position may occasionally require walking on rough, poorly or non-paved roads/terrain or hike short to moderate distances during site visits. Additional physical traits necessary for occasional field work include sufficient manual dexterity to take notes with pen/pencil, bend, stoop, kneel, and sit or stand for extended periods of time.



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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