



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: 26-012	Classification Title: Senior Environmental Scientist (Supervisory)	Position Number: 835-807-0764-001
Incumbent Name:	Working Title: Senior Environmental Scientist (Supervisory)	Effective Date:
Tenure: Permanent	Time Base: Full Time	Intermittent Hours Per Month:
Division/Office: WPCMD/JACE	Section/Unit: Section 1/Unit 1	Reporting Location: Sacramento
Supervisor's Name: Andrew Parrish	Supervisor's Classification: Environmental Program Manager I (Supervisory)	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.



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Position Description:

Under the general direction of the Environmental Program Manager I, the Senior Environmental Scientist (Supervisory) (incumbent) supervises the office management, program implementation, public information and outreach functions of the Jurisdiction and Agency Compliance and Enforcement Branch, Section 1, Unit 1, which is responsible for the implementation of the Department's compliance and enforcement program and policies related to the requirements of local jurisdictions, non-local entities, local education agencies, State agencies, and solid waste facilities. This position involves travel throughout the state approximately 25 percent of the time. The incumbent must have a current California Driver's License and participate in the Department of Motor Vehicles (DMV) Employer Pull Notice Program. The duties listed below require the incumbent to drive for state business to perform the job tasks.

Essential Functions (including percentage of time):

- 35% Supervise, monitor and coordinate staff's determination of compliance by local jurisdictions, non-local entities, state agencies, local education agencies, and solid waste facilities with, but not limited to, the Short-lived Climate Pollutant Law (SB 1383), Integrated Waste Management Act (AB 939), State Agency and Waste Management Act (AB 75), Mandatory Commercial Recycling Laws (AB 341), Mandatory Commercial Organics Recycling Laws (AB 1826) and solid waste laws and regulations in the Public Resources Code (PRC) and California Code of Regulations (CCR). Direct the work of staff and assign work. Supervise and train staff on conducting compliance determinations based on review of records, Electronic Annual Reports (EAR) reports, plans, site visits, interviews, the Department's databases, online research, and other scientific data and documents. Meet directly with local governments (jurisdictions), State agencies/facilities, federal facilities, local education agencies, business/facility operators and/or property owners to communicate, evaluate, and resolve compliance issues.
- 20% Assist and oversee staff's efforts to recommend necessary corrective and enforcement actions. Review staff's preparation or staff report regarding Corrective Action Plans, Compliance Orders, plans, notices of violations, and other enforcement documents including developing accurate and complete enforcement case documentation and ensuring that compliance and enforcement information in the Department's databases is accurate. Prepare and support enforcement actions, including administrative and civil penalties, for noncompliant regulated entities and consult with and advise other agencies and institutions engaged in related regulation, investigations, and enforcement. Meet with legal to discuss violations and enforcement. Attend, participate, and give testimony at enforcement proceedings, including but not limited to settlement negotiations and hearings.
- 20% Provide support to the Environmental Program Manager I, management, and the Department in the development and proposal of improvements to the operation of the section and branch, the unit's programs and solid waste policy issues through business practices, statewide guidance documents, budgetary, statutory, regulatory, and personnel procedures, including development of budget change proposals. Develop and recommend legislative concepts/proposals; budget change proposals, and contract concepts for



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consideration in promoting compliance and enforcement with solid waste planning and program implementation and direct staff in preparing legislative bill analyses. Coordinate and collaborate with other Supervisors, Branch Chief, Section Managers, and staff to implement project work plans, special projects, outreach, etc. Communicate and coordinate with management to resolve common problems. Participate in meetings with the Section Manager, Branch Manager, and/or Deputy Director to address common challenges and problems and to move initiatives forward. Examples are personnel, staffing, training, as well as policy issues. Develop, maintain, and organize the unit's desk analysis tools (environmental program assessments and verification procedures) used to verify compliance within the unit's SharePoint site. Confer with the Environmental Program Manager I on all written reports, issues, memoranda, public hearing items and correspondence prior to submittal to the Branch Chief, Deputy Director, and Executive Office, legal, Agency, or the Governor's Office. Track and report on program progress in meeting metrics, including but not limited to, mandates, performance measures, and strategic goals.

- 20% Review employment applications and recommend candidates selected for vacancies to the Branch Chief. Set clear expectations for staff and ensure the unit has up to date business practices and staff are trained. Evaluate staff performance and provide ongoing and annual feedback through the performance appraisal and Individual Development Plan process regarding staff's ability to perform their responsibilities and their contribution to the implementation of the programs and branch directives, business practices and health and safety requirements. Provide feedback and implement the state's progressive discipline process when corrective actions are needed. Provide oversight, training and mentoring of staff in the development of staff's technical expertise, analytical capacity and broader knowledge of the local government and State agency/large state facility waste diversion and solid waste management programs, industries, and other Department programs; determination of compliance with state minimum standards while also providing technical expertise, training and assistance to staff on evaluation and enforcement matters. When staff is not available to conduct required inspections/site visit(s), or for complex situations, the supervisor is responsible for finding the appropriate resources to conduct the work or conducting the inspection/site visit(s) and related enforcement work himself/herself, which requires the incumbent to drive for state business. Schedule and facilitate regular unit meetings. Review and sign timesheets.

Marginal Functions (Including percentage of time):

- 5% Other duties as required including but not limited to prepare and make presentations to internal staff and external stakeholders; attend and participate in Section, Branch, Division, Department, and Agency meetings and task forces; and work on special assignments as needed.



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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 of time. Ability to lift 15 pounds, bend and reach above shoulders to retrieve files and/or documents. During travel the incumbent may be required to drive, stand for long periods of time, and perform inspections in a variety of climatic and geographical conditions.

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, at their own expense. The EPA headquarters building offices in downtown Sacramento are well-lit, enclosed, non-windowed office cubicles in a smoke-free environment. This position may involve travel throughout California on average 25 percent per month to fulfill field duties and training, which could include consecutive days away from the office and overnight stays. The overnight travel could be over long distances, by car or plane. Work may start outside normal working hours as needed, with advance notice.

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. 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



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(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:



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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