



## DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

|                                                                                                                                                                               |                                                                                                                             |                                                                                                        |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| RPA Number:<br><b>26-011</b>                                                                                                                                                  | Classification Title:<br><b>Environmental Scientist</b>                                                                     | Position Number:<br><b>835-843-0762-003</b>                                                            |
| Incumbent Name:<br><b>TBD</b>                                                                                                                                                 | Working Title:<br><b>Environmental Scientist</b>                                                                            | Effective Date:<br><b>TBD</b>                                                                          |
| Tenure:<br><b>Permanent</b>                                                                                                                                                   | Time Base:<br><b>Full-time</b>                                                                                              | Intermittent Hours Per Month:<br><b>N/A</b>                                                            |
| Division/Office:<br><b>WPCMD / WEEB</b>                                                                                                                                       | Section/Unit:<br><b>WTES/Central Unit</b>                                                                                   | Reporting Location:<br><b>1001 I Street, Sacramento, CA</b>                                            |
| Supervisor's Name:<br><b>Dustin Schiavo</b>                                                                                                                                   | Supervisor's Classification:<br><b>Sr. Environmental Scientist,<br/>Supervisory</b>                                         | CBID:<br><b>Incumbent: R10</b>                                                                         |
| Confidential Designation:<br><br><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO                                                                          | Designated Position for Conflict<br>of Interest:<br><br><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO | Position Telework Eligible:<br><br><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| Supervision Exercised:<br><br><input checked="" type="checkbox"/> None <input type="checkbox"/> Lead <input type="checkbox"/> Managerial <input type="checkbox"/> 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.

The incumbent must have a current California Driver's License and participate in the Department of Motor Vehicles (DMV) Employer Pull Notice Program.

This position is designated under Conflict of Interest Code.



## **POSITION DESCRIPTION:**

Under direction of the Senior Environmental Scientist (Supervisory), the Environmental Scientist (incumbent) will perform a variety of responsible professional scientific office and field work. Incumbents independently perform assigned public health, environmental and natural resource management analysis, research, surveys, investigations, and studies; write final reports; prepare regulatory and compliance documents; enforce environmental law and regulations; prepare non-routine correspondence and answer non-routine questions from the public; and do other related duties to implement CalRecycle's statewide Waste Tire Enforcement Program. This Program seeks to manage and mitigate the impacts of waste and used tires on public health and safety, and the environment by ensuring waste and used tire facilities comply with tire permitting, storage, and movement laws, regulations, and state minimum standards. The incumbent will determine if waste and used tire operations are in compliance with applicable waste and used tire hauling, storage, and permitting laws, regulations and policies by performing field inspections and investigations and by working with and through local government regulatory agencies that are Tire Enforcement Agencies (TEAs). The incumbent will take appropriate enforcement actions as directed against non-compliant tire operations and others, in coordination with local TEAs and CalRecycle's Legal office. The incumbent will determine the significance of violations and their general effect on public health and safety and pursue appropriate enforcement action as directed to effectively protect public health and safety and the environment. This position involves traveling throughout the State approximately 50 percent of the time. Travel may involve multiple, consecutive days away from the office and overnight stays.

## **ESSENTIAL FUNCTIONS**

- 35% Independently oversee compliance relative to the mandates of the Public Resources Code and regulations. Inspect permitted facilities, regulated activities, and contaminated or environmentally sensitive sites; participate in hearings and field investigations as a staff expert for environmental matters; and prepare reports and correspondence. Review, analyze, ensure completeness, adequacy, and accuracy of compliance inspection reports, other documents, and data regarding the implementation of the state minimum standards, local fire laws, and how they relate to compliance and potential non-compliance. Conduct site visits to review facility environmental practices and verify compliance with waste and used tire transport and storage regulations. Implement enforcement processes, while meeting regulatory deadlines. Determine the significance of the violation(s), develop sound conclusions and recommendations for the issuance of penalties and fines, compile defensible facts and documents for legal review and for potential legal proceedings and hearings, clearly and accurately present findings and recommendations to Supervisor, Section Manager, Branch Chief, Legal staff and Director. Testify as a program witness during penalty hearings when needed. This position may also involve travel for research, data gathering, and/or presentations, within the state.
- 25% Analyze and evaluate available data on the effects of air and water pollutants, waste management, prevention and recycling, on human health, potential land uses, and other aspects of the environment. Perform basic principles of scientific research, biological, environmental sciences, and environmental characteristics of waste tires and materials as



they relate to the review, inspection, assessment and enforcement of the program's laws and regulations, technical documents, operations and other records. Perform statistical methods of analysis for counting whole tires and converting altered tires to passenger tire equivalents. Collect, analyze, and evaluate data to ensure sound conclusions have been made and that compliance with state standards is achieved. Be able to independently manage multiple tasks and analyze complex issues and situations addressing waste and used tires, and other environmental issues that arise.

- 25% Consult with and advise other agencies and institutions engaged in related environmental analysis, management, planning, regulation, investigation, and research; meet and confer with individuals and groups to obtain compliance with laws and regulations concerning environmental requirements of California governments; provide training to enforcement agencies; develop and/or analyze legislation, regulations, plans, policies, procedures, alternative technologies, practices, criteria, and guidelines; Provide technical training and outreach, through effective communication verbally and in writing, addressing compliance with State tire laws and regulations as related to compliance with the Department's enforcement procedures. Serve as a liaison between CalRecycle's Tire Enforcement Agencies (TEAs) and the department. Develop sound conclusions and make environmental compliance and enforcement recommendations when developing reports, agenda items, and other documents for publication. Testify as an expert witness as needed. Participate in the development and implementation of statewide trainings for tire compliance program stakeholders, in-house staff, and other interested individuals. Develop a coordinated distribution plan and oversee the implementation of educational materials to all interested parties concerning requirements of the laws with regards to compliance with the mandates and enforcement.
- 10% Conduct research and collect data to assess the impacts of existing and proposed waste management policies, procedures or legislation. Develop regulatory measures and implement enforcement of environmental standards; develop recommendations regarding environmental programs as these may be affected by scientific findings; research and develop innovative programs to address emerging problems; develop scientific methodologies, develop and assess alternatives for mitigation of the hazards to the public and environment; conduct or participate in remedial investigations, feasibility studies, and remedial action plans. Make recommendations to the Executive staff for approval by preparing clear, complete, and technically accurate reports and issue papers.

### **MARGINAL FUNCTIONS**

- 5% Other duties as required including, but not limited to: attendance at public meetings and hearings; preparation and editing of technical reports, articles, and correspondence on various aspects of used tires, solid waste, waste measurement & characterization, use of recycled materials/commodities, environmental impact assessment, and progress status reports relating to Department wide issues; research and develop internal and external policies and procedures; prepare technical reports, articles, and correspondence relating to Department wide issues; stay informed about emerging markets, technologies, and programs including (but not limited to) used and waste tires.

**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 25 pounds, bend, and reach above shoulders to retrieve files and/or documents.

The job requires extensive fieldwork and travel. Demands of position is the ability to walk on uneven surfaces, transverse waste tire facilities, and stand while making observations, sometimes in inclement weather. Travel will involve commercial flights using terminals throughout California, driving in car, van or other vehicle for short and extended periods of time to reach sites being investigated/inspected. Ability to lift 25 pounds, bend and reach above shoulders to inspect and retrieve product samples.

**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 offices in downtown Sacramento 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, but requires flexible schedules, travel, overnight stays, and potential days over 8 hours depending on time needed to complete inspections, or special projects. 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 requires you to perform field inspections, hear vehicles and alarms or other audible

**SPECIAL REQUIREMENTS OF POSITION (IF ANY):**

- ☒ Designated under Conflict of Interest Code.
- ☐ 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.
- ☐ Requires the utilization of a self-contained breathing apparatus.\*
- ☐ Operates heavy motorized vehicles.\*
- ☐ Requires repetitive movement of heavy objects.\*
- ☒ 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 travel (via airplane or car etc.) to conduct State business. The position may 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.

### 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 |
|-----------------|----------------------|------|
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### 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

| Employee Name | Employee Signature | Date |
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| Incumbent Name:<br><b>TBD</b>                                                                                                                                                 | Working Title:<br><b>Environmental Scientist</b>                                                                            | Effective Date:<br><b>TBD</b>                                                                          |
| Tenure:<br><b>Permanent</b>                                                                                                                                                   | Time Base:<br><b>Full-time</b>                                                                                              | Intermittent Hours Per Month:<br><b>N/A</b>                                                            |
| Division/Office:<br><b>WPCMD / WEEB</b>                                                                                                                                       | Section/Unit:<br><b>WTES/North Unit</b>                                                                                     | Reporting Location:<br><b>1001 I Street, Sacramento, CA</b>                                            |
| Supervisor's Name:<br><b>Kyle Emery</b>                                                                                                                                       | Supervisor's Classification:<br><b>Sr. Environmental Scientist,<br/>Supervisory</b>                                         | CBID:<br><b>Incumbent: R10</b>                                                                         |
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Do you need a reasonable accommodation to perform the essential functions of this position?

☐ YES      ☐ NO

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