

DUTY STATEMENT☐ **CURRENT**☒ **PROPOSED**

RPA Number: HRC0001241	Classification/CBID: Environmental Scientist/R10	Position Number: 810-161-0762-001
Incumbent Name:	Working Title:	Effective Date:
Tenure: Permanent	Time Base: Full Time	Intermittent Hours Per Month:
Program/Division: Site Mitigation and Restoration Program	Branch/Section/Unit: Performance Management, Continuous Improvement & Cost Recovery Branch	Reporting Location: Cal Center
Supervisor's Name:	Supervisor's Classification: Senior Engineering Geologist (Sup)	Position Telework Eligible: ☒ YES ☐ NO
Confidential Designation: ☐ YES ☒ NO	Designated Position for COI: ☒ YES ☐ NO	Position Designated Bilingual: ☐ YES ☒ NO
Supervision Exercised: ☒ None ☐ Lead ☐ Managerial ☐ Supervisory		

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.

Equity Statement

The Department of Toxic Substances Control (DTSC) values diversity, equity, and inclusion throughout the organization. We foster an environment where employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. We believe the diversity of our employees is essential to inspiring innovative solutions. Together we further our mission to protect California's people and environment from harmful effects of toxic substances by restoring contaminated resources, enforcing hazardous waste laws, reducing hazardous waste generation, and encouraging the manufacture of chemically safer products.

Position Description

Under the close supervision of the Senior Engineering Geologist (Sup/Unit)/Unit Chief, in Performance Management, Continuous Improvement, and Cost Recovery Branch (PMCI), the Environmental Scientist functions independently as a leader in a team environment for the Performance Management branch and provides sound recommendations to management and staff within DTSC, SMRP, and Performance Management Unit (PMU) branch. Duties include, but are not limited to:

Essential Functions (Including percentage of time):

35%	Project Management Plans and manage multiple assignments within various projects with possible conflicting deadlines.
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	Ensures all assignments are completed on time and within budget. Prepares and maintains accurate project schedules and cost estimates to facilitate resource allocation and cost recovery. Serves as project manager for assigned projects, including oversight of contracts and invoices. Coordinates with Budgets and Contracts Unit to ensure compliance with DTSC, Department of General Services, and federal contracting requirements. Uses databases and paper records to research, update, and provide project managers (PM), Project Analysts, attorneys, and management with accurate, up-to-date analysis of the cost recovery status of sites. Tracks and ensures deadlines set by management are met for cost recovery activities. Performs administrative cost recovery duties and advises DTSC staff on proper compliance with cost recovery Departmental Procedure Memoranda (DPM). Serves as point-of-contact and liaison for response cost inquiries and requests from management, PMs, attorneys, and accounting staff. Schedules and lead quarterly Branch Chief Reviews of sites with unreimbursed response costs. Participates in periodic cost recovery coordination meetings. Uses dashboards and conducts analysis to produce reports using Cost Recovery Management System, EnviroStor, Daily Log, and surveys to gauge if the Department is meeting its strategic and operational goals. Adjusts and analyzes data with spreadsheet software for presentation to management on SMRP performance improvement initiatives. Develops and utilizes checklists to perform audits of administrative processes to ensure staff compliance with guidance and directives. Leads and participates in multi-disciplinary team efforts to update processes and guidance. Develops and provides training to SMRP staff on cost recovery compliance and policy updates.
30%	Document Preparation / Analysis Reviews and/or prepares technical reports and compliance documents, including Phase I reports, risk assessments, feasibility studies, remedy selection documents, and monitoring reports. Authors letters and communication materials related to project management and public participation. Develops and updates policies, guidance, and protocols to improve program efficiency and compliance with state and federal regulations. Participates in policy review teams and provides recommendations for process improvements. Researches and analyzes proposals to enhance DTSC's operational and technical efficiency, including cost recovery and performance management initiatives. Drafts demand letters for incurred oversight costs associated with the investigation and/or remediation of site, as under applicable state and federal laws, parties identified as responsible for the release or threatened release of hazardous substances are liable for all necessary oversight and response costs. Schedules and lead multi-disciplinary Triage Meetings to discuss and determine strategies for resolving sites with unreimbursed response costs. Uses DPM guidance and checklists to prepare referral packages for potential litigation to OLC and assists in the preparation of referral packets to the Office of the Attorney General
10%	Field Activities Coordinates and conducts on-site oversight of field activities, including sampling, construction of remedies, and remedial system operation and maintenance. Ensures compliance with approved plans, health and safety protocols, and land use covenants.
10%	Public Outreach Coordinates with local, state, and federal agencies to ensure compliance with site investigation, cleanup, monitoring, and enforcement actions. These site actions may include environmental assessments, remedial investigations, corrective measures, removal actions, implementation of cleanup remedies, and confirmation sampling. Interfaces with the public, legislators, the regulated community, and the media to provide and explain site-specific technical, regulatory, and health-related information, such as contamination findings, cleanup progress, risk evaluation results, regulatory decisions, and opportunities for public involvement. Prepares public participation plans, community outreach notices, fact sheets, and informational materials to ensure stakeholders understand project milestones and regulatory requirements. Participate in community meetings, public workshops, and briefings, and respond to inquiries to promote transparency.
5%	Research and Analysis Research facility and site records to document uncontrolled releases of hazardous materials and identifies individuals or entities potentially responsible for those releases. Drafts regulatory agreements to support site investigation and cleanup activities and provides technical assistance for legal proceedings, enforcement actions, and negotiations. Prepares CEQA-compliance documents to support DTSC's discretionary regulatory decisions, including approvals of site investigations, cleanup actions, remedial designs, permits, exemptions, and other project-related activities. Conducts title searches and reviews historical property records to establish the chain of ownership and identify parties who may have owned or operated the site during periods when hazardous substance releases occurred. Performs research on the liability and viability of Potentially Responsible Parties (PRPs) using publicly available information,

	such as county assessor and recorder records, Secretary of State business filings, regulatory databases, corporate and bankruptcy records, historical maps, and other archival sources. Research findings support cost recovery, enforcement, and the identification of responsible parties under state and federal law. Performs analysis and drafts written conclusions regarding PRP liability and viability based on gathered evidentiary information. Drafts information request letters to obtain missing documentation and clarify ownership or operational history. Collects data and conducts ability-to-pay assessments in coordination with the Collections and Resolutions Unit. Utilizes DPM guidance and templates to document and justify instances where no liable and viable PRP can be established or where response costs cannot be pursued. Leads multidisciplinary meetings to present findings, resolve issues, and set timelines for drafting, reviewing, and finalizing PRP determinations and “no further cost recovery” decisions. Coordinates with the Office of Legal Counsel (OLC) to refine liability assessments and ensure PRP determinations are complete, accurate, and legally defensible.
5%	Administrative Duties Performs administrative duties including, but not limited to adherence to DTSC policies, rules, and procedures; submits administrative requests including leave, overtime, travel, and training in a timely and appropriate manner; accurately reports time; and submits time sheets by the due date.
Marginal Functions (Including percentage of time):	
5%	Other Related Duties as Assigned Other related duties include but are not limited to participating in teams to resolve technical and regulatory issues; develop or updates policy and guidance, and/or make recommendations to management on regulatory or policy matters; and make presentations to public forums, public officials, and external public agencies.
Consequences of Error: (if applicable)	
Typical Physical Conditions/Demands:	
The work typically requires sitting for prolonged periods while reading, writing, typing, and participating in meetings. The position requires bending and stooping. 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. It may be required to stand, bend, squat, reach, grasp and pick up items consistent with office work. The incumbent may be required to lift 20 pounds and occasionally stand, bend, squat, reach, grasp, or kneel for long periods.	
Typical Working Conditions:	
Works in multi-story buildings, in a cubicle office setting using a variety of office equipment, e.g., computers, telephones, copiers, etc., with artificial light and temperature control, and attends meetings in similar settings. On an as-needed basis, work outside normal work hours, including evenings and weekends, may be required. A telework schedule may be available (the incumbent will be expected to be available through various platforms throughout the day to communicate on work related activities). The work schedule is Monday through Friday. Travel may be required locally and within the state. If travel is required, it will be by commercial carrier or auto, whichever method is in the best interest of the State. This position will have daily contact with DTSC staff, external state, and federal agencies, and local government representatives, and the public either in person, via email/telephone, or videoconferencing.	
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:

Enrollment in the DMV Pull Program and a valid California Driver's License are required. Maintenance of field certification, current annual medical monitoring, 40-hour HAZWOPER, annual DTSC HAZWOPER refresher, biennial first aid/CPR/AED, and defensive driving are also required. Attend meetings, hearings, and work with staff statewide to complete projects and work assignments on a weekly, monthly, or bimonthly basis depending upon complexity of project or work assignment. Applies laws, regulations, policies, and procedures governing the management of hazardous waste in California. Analyzes complex regulatory issues and provides sound technical recommendations to management and staff within DTSC.

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 with 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*.

**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 reasonable accommodation to perform the essential functions of this position?	☐ YES ☐ NO
Employee Name	Employee Signature

HUMAN RESOURCES BRANCH USE ONLY:

- ☒ Duties meet class specifications and allocation guidelines.
- ☐ Exceptional allocation, STD 625 on file.

Analyst initials: SB Date Approved: 5/26/2026

Revision Date (if applicable): Click or tap to enter a date.