

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

RPA Number: HRC0001284	Classification/CBID: Supervising Hazardous Substances Engineer I - 3724/S09	Position Number: 810-653-3724-116
Incumbent Name:	Working Title: Supervising Hazardous Substances Engineer I	Effective Date:
Tenure: Permanent	Time Base: Full Time	Intermittent Hours Per Month: N/A
Program/Division: HWMP – Permitting	Branch/Section/Unit: Hazardous Waste Management Program/Permitting Division/Sacramento	Reporting Location: Chatsworth
Supervisor's Name: Muzhda Ferouz	Supervisor's Classification: Supervising Hazardous Substances Engineer II	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 general direction of the Supervising Hazardous Substances Engineer II (Sup HSE II), the Supervising Hazardous Substances Engineer I (Sup HSE I) supervises and directs the work of project managers of various engineering and scientific disciplines. The Sup HSE I will: see that the Permitting Division goals and objectives are met and that decisions are technically sound, regulatory compliant, innovative, consistent with DTSC goals and procedures, and protective of public health and the environment; and that staff have the support, expertise, resources, and training to make appropriate project decisions in an effective and efficient manner. Specific duties include, but are not limited to, the following:

Essential Functions (Including percentage of time):

30%	<u>UNIT MANAGEMENT</u> Provide technical direction and training to staff who examine complex hazardous waste storage, treatment, and disposal facility applications, workplans, plans, specifications and technical reports related to permit, closure and post-closure projects. Provide guidance on staff's review of submitted documents, field work oversight, regulatory decision-making, and communication skills to oversee the permitting of facilities with hazardous wastes including contaminated soil and ground water problems. Monitor staff's review of documents for compliance with applicable standards and requirements, conducts review of field work consistent with DTSC approved permits, and ensures permitted work meets federal and state laws, regulations and standards. Provide technical direction and training to project managers who provide expert engineering and permitting guidance on hazardous waste sites. Oversee California Environmental Quality Act (CEQA) documents, including initial studies, Negative Declarations, Master Environmental Impact Reports, Supplemental Environmental Impact Reports and ensure DTSC compliance in CEQA requirements for permitting, closure and post-closure activities of assigned projects. Certifies that Envirostor data is accurate and up-to-date, reviews EnviroStor commitments on a monthly basis and ensures the accurate preparation of tracking reports. Monitors completion of general reporting and tracking documents. Oversee staff to ensure that DTSC's Health and Safety policy is being properly adhered to. Consult with, and make recommendations to, the Branch Chief regarding engineering and technical issues, and work assignments. Provide advice and training to staff regarding acceptable engineering principles, technical and safety matters.
25%	<u>PERFORMANCE MEASURES AND EVALUATIONS</u> Develop and maintain work plans, schedules, commitments, and monitors program activities in conjunction with the Branch Chief, to ensure that program performance goals, performance measures, and schedules are met. Work with staff to develop Permit project schedules and milestones for assignment projects; meets with staff to review the progress of remediation work; provides regulatory and policy direction to staff's permitting decisions; and assists in the resolution of technical issues impeding work progress, when necessary. Oversee the work assignment to assure quality and timeliness. Counsel and consult with staff on job performance to establish clear performance goals and guidelines for objectives of unit workload. Meet regularly with program staff to ensure project commitments are met. Inform staff of new and existing program policies and procedures. Establish performance criteria for project staff, monitor staff progress towards meeting these criteria, and evaluates performance of staff. Plan the training and professional development of staff and ensure that staff are properly trained.
20%	<u>PERSONNEL MANAGEMENT</u> Plan, organize, direct and provide managerial review of the work performed in the Chatsworth Office in the Permitting Branch. Provide regular and timely written performance appraisals to staff. Counsel staff and initiate disciplinary actions as necessary. Recruit, hire, train, develop, and provide leadership to staff. Comply with state and federal laws, rules, regulations, bargaining unit contracts, and policies in all personnel practices, including, but not limited to: hiring, employee development, and management. Identify appropriate long-range plans and goals to address succession planning and knowledge transfer.
15%	<u>DTSC REPRESENTATION</u> Serve as point of contact and provides technical assistance and information on the most complex or sensitive issues to DTSC staff, local agencies, State agencies and public officials concerning the cleanup process and/or site-specific issues. Represent DTSC in meetings; and/or conferences hosted by governmental entities, industry groups, community or environmental groups, serves on committees, special teams, and or/task forces; may serve as DTSC liaison and provide technical assistance and info to DTSC staff, local agencies, and state agencies.
Marginal Functions (Including percentage of time):	
5%	<u>ADMINISTRATIVE DUTIES</u> The incumbent is responsible for administrative tasks including but not limited to: adhere to Department policies, rules and procedures; ensure compliance with appropriate bargaining unit

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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

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

HUMAN RESOURCES BRANCH USE ONLY:

☐ Duties meet class specifications and allocation guidelines.

☐ Exceptional allocation, STD 625 on file.

Analyst initials: mv Date Approved: 8/17/2026

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