

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

RPA Number: HRC0001329	Classification/CBID: Analyst II / R01	Position Number: 810-970-5393-006
Incumbent Name:	Working Title:	Effective Date:
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Program/Division: Hazardous Waste Management Program/Office of Policy	Branch/Section/Unit: Regulatory Information & RCRA Implementation Branch/RCRA Authorization Unit	Reporting Location: Headquarters
Supervisor's Name: Carmela Torres	Supervisor's Classification: Supervisor I	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 a Supervisor I, the Analyst II is responsible for providing support to the Office of Policy by developing a variety of persuasive and technical reports, memorandums, analyses, and authorization documents that assist the Deputy Director of Hazardous Waste Management Program (HWMP), Executive Management, and the California Environmental Protection Agency (Cal/EPA) to make key policy decisions and maintain Resource Conservation and Recovery Act (RCRA) state authorization.

Essential Functions (Including percentage of time):

35%	<u>Grant Development and Monitoring</u> Coordinates with DTSC programs and the U.S. Environmental Protection Agency (U.S. EPA) on the preparation of applications for federally issued hazardous waste grants, management assistance
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	including the RCRA grant. Works independently with various technical and management staff, Fiscal Planning and Contracting Services, and the U.S. EPA to develop, consolidate, transmit and track grant packages and supporting documentation from the various programs within DTSC. Drafts, coordinates, compiles and edits grant work plans from the various programs and works with Administrative Services to develop supporting fiscal data. Tracks and monitors expenditures to ensure that grant funding is not overspent. Develops annual grant expenditure estimates for inclusion in the Governor's Budget. Collects, reviews, and compiles data on activities completed to meet work plan commitments for DTSC. Develops reports and summaries to communicate that information to upper management and U.S. EPA such as the self-assessment reports.
25%	<u>RCRA State Authorization</u> As a team lead, independently reviews, analyzes, tracks, and monitors federal regulations implemented or in the process of being implemented by U.S. EPA under the authority of RCRA affecting California's hazardous waste management programs, including, but not limited to: site mitigation and restoration, enforcement, and permitting programs. Determines if current state regulations are at a minimum equivalent to maintain DTSC's authorization for HWMP activities. Develops and submits authorization packages in accordance with federal regulations for state authorization. Collaborates with appropriate DTSC divisions and programs and U.S. EPA to determine the appropriate course of action regarding adoption of proposed or newly implemented federal regulations, which reflects administrative, programmatic, and legal concerns. Tracks California laws being proposed and determines if there will be a potential conflict with federal laws and regulations, resulting in a negative impact to the state's authorization. In collaboration with technical staff, performs research, analysis, and evaluation of governing statutes and regulations. Develops and implements a documentation process for the state's analysis of all mandatory federal rules for future reference, including formal correspondence between U.S. EPA and DTSC.
15%	<u>Technical Document Development and Review</u> Advises and collaborates with technical staff on preparation of reports and development of informational materials summarizing research and findings for briefings, meetings, workshops, conferences, and publications. Consults with technical staff to ensure that research is adequately documented and is presented in a well-reasoned, well-organized, and clear manner based on the target audience. Evaluates material for soundness of logic, factual correctness, and completeness. Works with primary authors to resolve problems of tone, ambiguity, and grammatical expression. In collaboration with technical staff, develops and makes accurate and appropriate presentation of information pertaining to hazardous waste-related studies and research projects for the Office of Policy to meet HWMP needs, as required. Coordinates peer review by using specific, consistent procedures to ensure an appropriate level of review and comments. Prepares presentation materials and coordinates with other technical staff to design or revise tables, charts, maps, diagrams, and other technical graphics for consistent and valid expression of data. Uses Microsoft Office programs (Teams, Excel, Access, Word, PowerPoint), Adobe programs (Acrobat, Dreamweaver, Illustrator, InDesign, Photoshop), or other software to convey quantitative and qualitative information clearly, accurately, and effectively, both in visual and written form. Ensures that data is displayed appropriately, and analyses are supported. Ensures documents and other work products comply with California's Assembly Bill 434 for accessibility.
15%	<u>Regulation Package Development</u> Works with Executive Staff, Departmental programs, legal staff, and stakeholders on development of regulation packages to maintain state regulatory consistency with federal regulations adopted by U.S. EPA and performs independent investigation and relevant research. Supports the preparation of both nonsubstantive and substantive regulation packages in accordance with the Administrative Procedures Act, the California Environmental Quality Act, and the Hazardous Waste Control Law requirements. Substantive regulation packages include Statement of Reasons (both Initial and Final), Notices of Proposed Action, response to comments, and supporting documents that adequately assess environmental impacts, as well as fiscal and economic impacts of the proposed regulations; in performing these functions, meets with technical staff throughout DTSC, U.S. EPA, other state departments and agencies, and stakeholders. Maintains HWMP's rulemaking calendar

	and timelines on a weekly basis in compliance with the Administrative Procedures Act and DTSC's reporting policies.
5%	<u>Administrative Duties</u> Performs administrative duties including, but not limited to, adheres to Departmental policies, rules, and procedures; submits administrative requests including leave, overtime, travel, and training in a timely and appropriate manner; accurately reports time in the Daily Log system; and submits timesheets by the due date. Completes special projects as assigned and performs any other administrative support as necessary.
Marginal Functions (Including percentage of time):	
5%	<u>Coordination</u> Participates in monthly calls with U.S. EPA to provide progress reports on the authorization activities conducted by DTSC. Coordinates and participates in meetings with Departmental divisions and programs regarding adoption of proposed or newly implemented federal regulations. Provides annual updates to the State Authorization Tracking System (StATS) report generated by U.S. EPA. Performs other special projects, such as Budget Change Proposals, performance measure data reports/summaries, as assigned.
Consequences of Error: (if applicable)	
Typical Physical Conditions/Demands:	
The job requires extensive use of a personal computer and the ability to sit/stand at a desk, utilize typical office equipment including, but not limited to, telecommunications equipment, photocopiers, and fax machines. The Analyst II is in frequent contact with internal and external stakeholders via telephone, videoconferencing, and electronic mail.	
Typical Working Conditions:	
The Analyst II works inside a multi-story office building, in an enclosed, non-windowed office cubicle in a smoke-free environment and will use typical office equipment including, but not limited to, computers, telecommunications equipment, photocopiers, and fax machines. The Analyst II works in close proximity with other employees and is in frequent contact with internal and external stakeholders in person and via telephone, videoconferencing, and electronic mail. Normal work hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. An alternative work schedule, or telework schedule, may be authorized on a case-by-case basis but must be consistent with DTSC alternative work schedule policies and practices. The Analyst II may travel locally and within the state on short notice, overnight, and for multiple days.	
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:	

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

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
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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: 8/20/2026

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