

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

RPA Number: HRC0001288	Classification/CBID: Environmental Scientist / R10	Position Number: 810-970-0762-002
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: Technical Advisory and Planning Branch/ Waste Evaluation and Recycling Unit	Reporting Location: Headquarters
Supervisor's Name: Ellen Haertle	Supervisor's Classification: Senior Environmental Scientist (Supervisory)	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 a Senior Environmental Scientist (Supervisory) at the range A level, under the general supervision of a Senior Environmental Scientist (Supervisory) at the range B level, and under the direction of the Senior Environmental Scientist (Supervisory) at the C level, the Environmental Scientist is responsible for providing technical assistance and interpretive guidance on the accurate application of existing federal and state hazardous waste classification and recycling requirements.

Essential Functions (Including percentage of time):

45%	<u>Hazardous Waste Identification and Recycling Law Interpretation</u> Works in conjunction with Senior Environmental Scientists (Specialist) of Waste Evaluation and Recycling Unit on the interpretation and application of the hazardous waste identification
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	requirements and criteria, as well as the statutory and regulatory exclusions and exemptions available to different waste types and waste management practices including, but not limited to, recyclable materials. Develops responses to the inquiries from stakeholders for interpretation of the hazardous waste identification requirements and criteria, as well as the statutory and regulatory exclusions and exemptions. Reviews past DTSC decisions, correspondence, statutes, legislative analyses, regulations, rulemaking document (statement of reasons and federal registers), and any other information relevant to hazardous waste management practices for consistency in the application of regulatory and statutory interpretations. Develops and conducts research regarding the evaluation of hazardous waste criteria, including exclusions and exemptions, as a team member of the SB 158 Hazardous Waste Management Report and Plan project. Participates in onsite visits to hazardous waste generation and treatment facilities to evaluate hazardous waste management activities in support of interpretive tasks.
20%	<u>Support and Development of Interpretive Materials</u> Provides research outcomes and recommendations to the Senior Environmental Scientist (Specialist), Senior Environmental Scientist (Supervisory), Environmental Program Manager I (Branch Chief), or HWMP Division Chiefs and Deputy Director regarding scientific or technical issues related to website development and training materials regarding hazardous waste identification requirements and recycling law interpretation. Conducts research regarding industrial practice and history of the statutes and regulations in response to inquiries or for developing interpretive information (e.g., websites, formal responses).
15%	<u>Enforcement Case Support</u> Provides technical support on the interpretation and application of the hazardous waste identification and recycling requirements and criteria to the Enforcement and Emergency Response Division and the Office of Criminal Investigation on inspections and investigations of hazardous waste handling activities in collaboration with Senior Environmental Scientists (Specialists). Assists senior staff in drafting supporting documentation detailing the waste classification and recycling interpretive research conducted and the basis for the technical recommendations.
10%	<u>Training Development and Support</u> Provides support to Senior Environmental Scientists (Specialist) in developing presentation content on scientific and technical information and training materials on hazardous waste identification requirements and recycling law interpretation to interested industries and businesses, as well as to other federal, state, and local agencies. Participates in training efforts, including part of a training team, for DTSC staff on the accurate application and interpretation of hazardous waste identification requirements and recycling laws. Provide training content on virtual and in-person platforms.
5%	<u>Administrative Duties</u> Performs administrative duties including, but not limited to, adhere to Department policies, rules, and procedures; submit administrative requests including leave, overtime, travel, and training in a timely and appropriate manner; accurately report time in the Dally Log system; and submit timesheets by the due date.
Marginal Functions (Including percentage of time):	
5%	<u>Other Related Duties</u> Performs other related duties including, but not limited to: drives to regulated community sites to participate in tours, on-site inspections, sampling, and record reviews to secure or verify information regarding compliance with hazardous waste laws and regulations. Attends job-related meetings, conferences and training as required.
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 Environmental Scientist is in frequent contact with internal and external stakeholders via telephone, videoconferencing, and electronic mail.

This position may require the Environmental Scientist to perform fieldwork, which may require climbing flights of stairs; prolonged standing, bending, and stooping; exposure to outdoor seasonal conditions; and fieldwork conducted on uneven terrain. The Environmental Scientist must complete and maintain Hazardous Waste Operations and Emergency Response (HAZWOPER) certification to perform hazardous waste fieldwork, which includes the initial 40-hour HAZWOPER required training and an annual 8-hour HAZWOPER refresher class. The Environmental Scientist shall maintain compliance with all the Health and Safety fieldwork certification including, but not limited to, annual medical monitoring, first aid, and CPR training.

The Environmental Scientist may travel on short notice, overnight and for multiple days and gets to their duty station independently.

Typical Working Conditions:

Works in multi-story building, in an enclosed, non-windowed office cubicle in a smoke-free environment and will use typical office equipment. This position works in proximity with other employees and is in frequent contact with internal and external stakeholders in person and via telephone, videoconferencing, and electronic mail. 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). Normal work hours are 8:00 a.m. to 5:00 p.m., 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.

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
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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*.		
<i>*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.)</i>		
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: SB Date Approved: 9/2/2026

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