



State of California

DUTY STATEMENT

CalRecycle 109A (Rev. 10/2024)

Department Of Resources Recycling And Recovery
AFITS/Human Resources Section

DUTY STATEMENT

☐ CURRENT

☒ PROPOSED

RPA Number: 26.034	Classification Title: Environmental Scientist	Position Number: 835-824-0762-001
Incumbent Name:	Working Title: Environmental Scientist	Effective Date:
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: WPCMD	Section/Unit: Product Stewardship Compliance Section 3/Textiles Unit	Reporting Location: Sacramento
Supervisor's Name: Rob Hammerstad	Supervisor's Classification: Senior Environmental Scientist (Supervisory)	CBID: R10
Confidential Designation: ☐ YES ☒ NO	Designated Position for Conflict of Interest: ☒ YES ☐ NO	Position Telework Eligible: ☒ YES ☐ NO
Supervision Exercised: ☒ None ☐ Lead ☐ Managerial ☐ 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.



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Position Description:

Under the direction of the Senior Environmental Scientist (Supervisory), the Environmental Scientist (incumbent) at Range A (an entry level employee) works under direct supervision performing the least complex scientific work; at Range B (an intermediate level employee) works under general supervision performing moderately complex work; or at Range C (a journey person level employee) works independently performing the most complex work. The Environmental Scientist (ES) will have a variety of responsibilities from scientific, analytical, and administrative duties to implement and enforce the Responsible Textile Recovery Act of 2024 within the Textiles Unit. The incumbent applies the principles of scientific research and analytical skills to perform complex technical tasks and uses statistical knowledge to gather, assess, and review data to ensure their compliance with CalRecycle's producer responsibility and product stewardship requirements and regulations. The incumbent is responsible for the determination of violations and their general effects on public health, safety, and the environment for the programs, reviewing findings and preparing the reports for technical adequacy on enforcement matters, and doing other related work to perform the duties listed below. Additionally, the ES will play an important role in developing and implementing new enforcement programs related to products with EPR and product stewardship requirements.

The Program is responsible for compliance and enforcement related to producer responsibility, product stewardship and seeks to enforce EPR laws governing the regulated communities including but not limited to: Producer Responsibility Organizations (PRO), producers/manufacturers of covered products, licensees of trademarks or brands, importers, distributors, wholesalers, retailers and other regulated parties. The incumbent will determine if regulated communities are in compliance by performing field inspections and investigations. On a daily basis, conduct research of businesses, products, and industries to plan inspections and conduct investigations; develop sound conclusions and recommendations for the issuance of timely, concise and complete inspection reports; and compile defensible facts for legal documents. Serve as an EPR compliance program liaison and educate stakeholders verbally and in writing; accurately explain the law and potential enforcement consequences; prepare correspondence; meet regulatory deadlines; and implement established enforcement processes. Work in coordination with CalRecycle's other supporting technical staff and the Legal Office; evaluate the significance of violations of non-compliant entities and program trends; compile, organize data and use mathematical formulas and develop databases and tools to perform statistical analyses to track compliance trends of the regulated community to evaluate overall program success; recommend corrective actions or penalties and fines to effectively achieve the program(s) mandates to protect public health and safety and the environment. Prepare findings to present and conduct technical trainings to supervisors, technical offices, Executive Management and Stakeholders. This position involves traveling throughout California involving multiple, consecutive days away from the office and overnight stays. The incumbent must have a current California Driver's License and participate in the Department of Motor Vehicles (DMV) Employer Pull Notice Program.

Essential Functions (including percentage of time):

- 40% Perform scientific research using principles of environmental sciences to analyze environmental characteristics of program products and materials (including, but not limited to the producer responsibility requirements) as they relate to the review, inspection, assessment, investigation and enforcement of product stewardship regulations, reported complaints, technical documents, operations and other records. Develop, implement, and maintain, using scientific methods and principles, methods to randomly select producers/manufacturers of covered products, licensees of trademarks or brands, importers, distributors, wholesalers, retailers collections sites and other regulated parties while providing compliance oversight regarding offering for sale and properly collecting for diversion and



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recycling products covered and not covered under an approved stewardship plan to determine compliance with the requirements. Perform statistical methods of analysis, integrated waste management, industry economics, public health, and resource management to assess if proposed corrective actions are reasonable and will effectively achieve the program mandates. Travel to conduct site visits throughout the State to review facility practices and verify compliance with the producer responsibility, product stewardship regulations. Collect, analyze, and evaluate data to ensure sound conclusions have been made and that compliance with state standards is achieved. Independently manage multiple tasks and analyze complex issues and situations and perform gap analyses addressing waste and program products and other environmental issues that arise.

- 30% Independently oversee compliance relative to the mandates of the Public Resources Code and regulations. Review, analyze, ensure completeness, adequacy, and accuracy of compliance inspection reports, other documents, and data regarding the implementation of the state minimum standards and how they relate to compliance and potential non-compliance. Using scientific methods, analyze the significance of enforcement determinations and develop sound conclusions and make environmental compliance and enforcement recommendations when developing inspection reports, agenda items, and other documents for publication. Assist in developing, maintaining, and updating the scientific analysis and tracking tools used within the Unit. The tools include, but are not limited to, on-line database reporting and tracking systems, graphical information system (GIS), and a whistleblower and complaint system. Maintain and update product compliance webpages as necessary. Testify as an expert witness as needed.
- 15% Provide technical training and outreach through effective communication, verbally and in writing, addressing compliance with the producer responsibility, product stewardship regulations as related to compliance with the Department's enforcement procedures. Under the direction of the supervisor, serve as a liaison between CalRecycle's industry organizations and the department. Using scientifically collected and analyzed data, develop recommendations and input to industry organizations to develop a coordinated distribution plan and oversee the implantation of educational materials to all interested parties concerning requirements of the laws with regards to compliance with the mandates and enforcement.
- 10% Perform statistical methods of analysis for developing and maintaining reporting metrics and program feedback data. Conduct research, collect data, and prepare analyses of existing and proposed statewide product stewardship, product packaging, and EPR laws, policies, procedures and proposed legislation. Make recommendations to the Executive staff for changes and future actions or for approval by preparing clear, complete, and technically accurate reports and issue papers.

Marginal Functions (Including a percentage of the time):

- 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 the



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products mandates, 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) producer responsibility, product stewardship.

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

The position may occasionally 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.

The job requires you to read, prepare, review, and inspect a variety of hard-copy and electronic documents and records that contain technical information, often via e-mail. This includes preparing briefing memos and managing databases.

The job requires you to engage in internal and public meetings with staff, management, executives, elected officials, local government officials, industry representatives, and the general public. You must be able to engage in conferences, workshops, and phone conversations to provide laws, regulations, policies, inspections, investigations, advice, assistance, training, and direction to these parties. You must maintain a valid driver's license and the ability to travel (i.e. vehicle and airplane etc.) to conduct state business.

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 building 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. 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. Overnight travel may be required locally and within the state. The job occasionally requires you to perform field inspections, hear vehicles and alarms or other audible signals of possible risk.



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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:

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 occasionally travel (via airplane or car etc.) to conduct State business. The position may occasionally 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.



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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 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.)*

Employee Name	Employee Signature	Date