



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: 25-256	Classification Title: Environmental Scientist	Position Number: 835-207-0762-002
Incumbent Name:	Working Title: Environmental Scientist	Effective Date:
Tenure: Permanent	Time Base: Full Time	Intermittent Hours Per Month: N/A
Division/Office: Executive	Section/Unit: Office of Environmental Justice, Tribal Relations, Education and Outreach	Reporting Location: TBD
Supervisor's Name: Katrina Leni-Konig	Supervisor's Classification: Environmental Program Manager I	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.



Incumbent:
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Position Description:

Under the direction of the Environmental Program Manager in the Office of Environmental Justice, Tribal Relations, Education, and Outreach (EJTREO), the Environmental Scientist performs scientific, analytical, field-based, and outreach work to support CalRecycle's environmental justice and tribal-relations efforts. The incumbent evaluates the impacts of CalRecycle programs on California Native American tribes, disadvantaged communities, low-income communities, and farmworkers, and conducts scientific analyses to inform policy development. Through outreach, the Environmental Scientist gathers input from tribes and communities to better understand local needs and priorities. The incumbent also informs the development of CalRecycle grant programs, supports equitable access, advances community science opportunities, and helps expand community benefits. In addition, the Environmental Scientist assists with implementing departmental initiatives designed to reduce disproportionate environmental burdens. Travel may be required locally and within the state up to 10 percent of the time. The incumbent must possess a valid California Driver's License and participate in the Department of Motor Vehicles Employer Pull Notice Program.

Essential Functions (including percentage of time):

35%	Strategic Integration of Environmental Justice and Tribal Priorities Implements policies and strategies that ensure CalRecycle programs effectively address the needs and priorities of California Native American tribes, disadvantaged communities, low-income communities, and farmworkers. Conducts scientific and analytical assessments of strategic, technological, regulatory, and economic issues related to environmental justice and tribal relations. Integrates these considerations into department programs, policies, and initiatives; identifies opportunities to expand program participation and strengthen community benefits; and recommends approaches to reduce environmental burdens affecting disproportionately impacted communities.
25%	Scientific Evaluation, Program Performance, and Equity Support for Grants Assists in developing and promoting best practices and conducts analyses using available data, including community science data where relevant, to evaluate program performance and identify opportunities for improvement. Performs on-site visits to observe program implementation, gather field observations, and deepen understanding of community needs and priorities. Collaborates with internal teams to help develop grant criteria and supports the grants team in designing outreach approaches and program structures that promote equitable access and meaningful community benefits. Provides scientific and analytical input to strengthen strategies for community and tribal engagement and ensure alignment with environmental justice and tribal priorities, including identifying opportunities for community science initiatives. Participates in meetings, workshops, trainings, and conferences to support coordination and continuous improvement across programs.
15%	Program Review, Consistency, and Technical Training Reviews CalRecycle programs, policies, guidance, and regulations and makes recommendations to improve how they incorporate environmental justice and tribal considerations. Ensures consistent implementation of environmental justice activities across all CalRecycle programs. Develops and delivers training to support staff in applying new practices and procedures based on environmental justice and tribal priorities. Provides



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	scientific input and reviews public communication tools to ensure accuracy and alignment with environmental justice and tribal priorities and verifies that these considerations are incorporated into regulatory updates.
15%	Outreach, Engagement, and Community-Centered Support Plans and conducts outreach to tribes, disadvantaged communities, and other priority populations to better understand local needs, environmental conditions, and barriers to program participation. Builds and maintains relationships with tribal governments, community organizations, and stakeholders. Supports initiatives that strengthen environmental justice and tribal engagement and assists with youth-focused environmental education and outreach programs for California's K–12 schools to promote awareness and community connection.

Marginal Functions (Including a percentage of the time):

10%	Participates in meetings, seminars, trainings, and conferences to support professional development and maintain scientific and technical expertise. Travel may be required locally and within the state.
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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



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shoulders to retrieve files and/or documents.

Typical Working Conditions:

The incumbent works in a high-rise office building in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Mandatory overtime, including evening and weekend work, may be necessary during the year end closing process or when the department is mission tasked. Travel may be required locally and within 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:



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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