

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

RPA Number: HRC0001334	Classification/CBID: Supervising Hazardous Substances Engineer II /S09	Position Number: 810-504-3723-001
Incumbent Name:	Working Title: Branch Chief	Effective Date:
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Program/Division: Site Mitigation and Restoration Program	Branch/Section/Unit: Schools Evaluation & Brownfields Outreach Branch	Reporting Location: Cypress
Supervisor's Name: Benjamin Stanphill	Supervisor's Classification: Southern Division Chief	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 Site Mitigation and Restoration Program (SMRP) C.E.A. (Division Chief), the Supervising Hazardous Substances Engineer (HSE) II (Branch Chief) supervises and manages professional engineers, scientists and geologists in the Schools Evaluation and Brownfields Outreach (SEBO) Branch. The incumbent provides consultative services to project managers, supervisors, and DTSC Executive Staff, as needed, and ensures that decisions are technically sound, innovative, consistent with DTSC goals and procedures, and protective of public health and the environment. Specific duties include, but are not limited to:

Essential Functions (Including percentage of time):

35%	Personnel Management and Supervision Manages and supervises administrative staff and subordinate supervisory engineers and scientists
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	responsible for the evaluation and cleanup of hazardous waste contaminated properties. Ensures that Site Mitigation Program decisions are technically sound, innovative, consistent with DTSC goals and procedures, and protection of public health and the environment. Provides staff with the support, expertise, resources, and training to make appropriate project decisions in an effective and efficient matter. Identifies and procures adequate levels of resources necessary to meet staff recruitment efforts, staff development, and performance measures. Advises and consults with the Division Chiefs, Deputy Director and Director on policy issues associated with the Site Mitigation Program and responds to requests from CalEPA, the Governor's Office, the Legislature, environmental and related stakeholder groups, and public regarding contaminated sites cleanup issues. Manages the Branch budget and expenditures in relation to various federal grants, special funds, contracts, and cooperative agreements, ensuring that adequate funding is available for staffing needs and cleanup projects. Plans, organizes, directs, and provides managerial review of the work performed in SEBO. Provides regular and timely written performance appraisals for staff. Counsels staff and initiate disciplinary actions as necessary. Recruits, hires, trains, developments, and provide leadership to staff. Completes state and federal laws, rules, regulations, bargaining unit contracts and policies in all personnel practices include, but are not limited to hiring, employees. development, and management. Identifies appropriate long-range plans and goals to address Succession planning and knowledge transfer.
20%	<u>Performance Measures</u> Assesses staff training, mentoring, and coaching needs. Develops, implements, and evaluates a training plan to address those needs. Assists in the development of performance measures and in the establishment of the baseline/benchmark data analysis for all performance measures, including those that are currently tracked, and those that need analysis for development of tracking metrics. Utilizes data to refine and improve performance measures.
20%	<u>Procedures/Processes</u> Coordinates with, and provides guidance to, the Site Mitigation Program Deputy Director and Division Chiefs, Branch Chiefs, supervisors and project managers in the evaluation and practice of the standardization of cleanup processes used within DTSC and implements recommendations for the synchronization of the cleanup processes under federal/state corrective action process for hazardous waste facilities and/or the federal National Contingency Plan Process.
10%	<u>Strategic Planning</u> Assists in the development of the Site Mitigation Strategic Plan and provides guidance and assistance to Site Mitigation Program staff on attaining goals set forth in the DTSC Strategic Plan. develops, implements, and evaluates guidance for investigation and remedy selection of projects in the Site Mitigation Program and addresses public inquiries related to the Site Mitigation Program.
10%	<u>Representative</u> Represents DTSC before federal, state and local agencies, elected officials, communities, and stakeholders who have an interest in the remediation and reuse of contaminated properties. Establishes and maintains liaison with local environmental and land use agencies on complex sites. mitigation issues.
5%	<u>Administrative Duties</u> Performs administrative duties including, but not limited to adherence to DTSC 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. Other related duties as assigned.
Marginal Functions (Including percentage of time):	
Administrative Responsibility for Supervisors and Managers The incumbent performs the full range of supervisory and management duties, including, but not limited to interpret and adhere to state and federal laws, rules, regulations, bargaining unit contracts and policies in all personnel practices; provide direction and guidance regarding work assignments and daily work activities to ensure timely completion of assignments; review work and evaluate performance of staff by providing regular feedback and completing timely probationary reports, annual performance appraisals, and individual	

development plans; monitor employee performance and, if necessary, utilize progressive discipline principles and procedures; complete personnel documentation and utilize competitive hiring process; approve or deny administrative requests including leave, overtime, travel, and training

Consequences of Error: (if applicable)

Typical Physical Conditions/Demands:

The work typically requires sitting for prolonged periods while reading, writing, typing, and participating in meetings. The position requires bending and stooping. 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 of time. It may be required to stand, bend, squat, reach, grasp and pick up items consistent with office work. The incumbent may be required to lift 20 pounds and occasionally stand, bend, squat, reach, grasp, or kneel for long periods. Potential exposure to toxic or hazardous materials. Use of personal protective equipment may be required.

Typical Working Conditions:

Works in multi-story buildings, in a cubicle office setting using a variety of office equipment, e.g., computers, telephones, copiers, etc., with artificial light and temperature control, and attends meetings in similar settings. On an as-needed basis, work outside normal work hours, including evenings and weekends, may be required. 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). The work schedule is 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. This position will have daily contact with DTSC staff, external state, and federal agencies, and local government representatives, and the public either in person, via email/telephone, or videoconferencing.

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:

Maintenance of field certification, current annual medical monitoring, 40-hour HAZWOPER, annual DTSC HAZWOPER refresher, biennial first aid/CPR/AED, and defensive driving are required. Attends meetings, hearings, and work with staff statewide to complete projects and work assignments. Apply laws, regulations, policies and procedures governing the management of hazardous waste in California. Analyzes complex regulatory issues and provides sound technical recommendations to management and staff within DTSC. This position also handles sensitive and confidential materials/matters.

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
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Employee Statement		
I have discussed these duties with my supervisor and have been provided with 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>*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 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

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