



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: 26-058	Classification Title: Environmental Scientist	Position Number: 835-808-0762-001
Incumbent Name:	Working Title: Environmental Scientist	Effective Date:
Tenure: Permanent	Time Base: Full Time	Intermittent Hours Per Month:
Division/Office: WPCMD/JACE	Section/Unit: Section 1 /Unit 2	Reporting Location: Sacramento HQ
Supervisor's Name: Mark Umfress	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.



Incumbent:
Classification: Environmental Scientist
Position Number: 835-808-0762-001

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 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 incumbent performs a variety of scientific, analytical, and administrative duties to: assess and evaluate local jurisdictions (cities, counties and regional agencies), local education agencies, and non-local entities including state agencies and facilities' development and implementation of solid waste, recycling and diversion laws in the Public Resources Code (PRC) and California Code of Regulations (CCR); evaluate and verify compliance; and performs a variety of scientific, analytical and administrative duties to assess compliance related to, but not limited to, the following laws: Integrated Waste Management Act (AB 939), State Agency and Waste Management Act (AB 75), Mandatory Commercial Recycling (AB 341), Mandatory Commercial Organics Recycling (AB 1826), and the Short-lived climate pollutants (SB 1383) laws. The incumbent accomplishes this by applying scientific methods and principles through the use of principles of waste prevention and recycling; environmental analysis of resource conservation program impacts and implementation strategies; use of statistical methods; and economic analysis. The incumbent also conducts environmental characteristic reviews of non-hazardous waste materials including handling and disposal; the general effect on public health and the environment; and the identification of mitigation measures. This position involves travel throughout the state approximately 25% of the time. Travel may involve 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% Independently provide compliance oversight regarding local jurisdictions, local education agencies, non-local entities including state agencies/facilities achievement of the requirements of the diversion mandates. Review and analyze the completeness, detail and accuracy of submitted annual reports, environmental reports and other documents and data regarding the implementation of recycling programs and other diversion activities as they relate to potential non-compliance. Travel to conduct field visits to: review and verify local jurisdiction, local education agency, non-local entity (including state agencies/facilities) program implementation and environmental practice; and verify and ensure implementation of recycling programs and compliance with state standards are achieved. Apply scientific methods and principles in the identification, research, and solution of problems related to waste management, prevention, and recycling; and analyze reported disposal and diversion data submitted via the mandated reports and, as available, from the Recycling and Disposal Reporting System (RDRS).
- 30% Develop and implement any necessary enforcement actions; and act as a liaison between local jurisdictions, local education agencies, and non-local entities including state agencies with the Department's programs and services. Develop sound conclusions and make environmental compliance and enforcement recommendations when developing reports, notice of violations (NOVs), corrective action plans (CAPs), compliance orders (COs), agenda items, or other enforcement documents. The incumbent will evaluate the significance of violations of non-compliant entities and program trends; and will compile,



Incumbent:
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Position Number: 835-808-0762-001

organize data, and use databases and tools to perform statistical analyses to evaluate and track compliance of regulated entities, and recommend corrective actions, or penalties to effectively achieve program mandates to protect public health, safety and the environment. Testify in enforcement actions.

- 15% Conduct research and compile data to assess the impacts of existing and proposed waste management policies, procedures or legislation and make recommendations to the Executive staff for approval by preparing clear, complete, and technically accurate reports and issue papers. Participate in the development and implementation of trainings for local jurisdictions, local education agencies, and non-local entities including state agencies/facilities in collaboration with LAMD. Assist in the development and coordinate distribution of educational materials to interested parties concerning requirements of the law. Coordinate with other Department Branches, Sections and Units and other state agencies, as necessary, to develop enforcement cases where violations of the statutes and regulations result in the development of a CAP, CO, and when preparing for penalty hearings. Testify as an expert witness as needed.
- 10% Participate in Special Projects: Analyze situations and take effective action; work cooperatively with others; prepare clear, complete, and technically accurate reports; communicate effectively; plan, organize, and execute studies and analyses; evaluate data and develop recommendations based on findings; and operate in a lead capacity for special studies and projects. Design project plans; perform research and analysis; design and conduct special studies and prepare and present technical reports; develop techniques for handling a large variety of detailed data; analyze data; communicate the results and implications of studies to nontechnical persons; research and analytical work; analyze pertinent legislation and policy options and make recommendations. Implement programs, such as the Commercial Recycling regulation, the Short-lived climate pollutants regulation, EPP, and product stewardship. Develop tools, models, and best management practices for jurisdictions, state agencies, non-local entities, local education agencies, and businesses to target specific waste stream diversion opportunities (e.g. plastics, C&D, tires, commercial recycling, disaster planning, schools, hospitals, etc.). Participate in pilot projects and special projects in coordination with the Statewide Technical and Analytical Research Branch (STAR), such as landscaping, organic management, edible food recovery, climate change, etc. Provide input on data for the Local Government Information Center (LoGIC) database development, provide training regarding the Recycling and Disposal Reporting System (RDRS) requirements, and provide input on content for webpages. Organize, design, and conduct workshops, training sessions, and meetings for local jurisdictions and stakeholders; prepare and conduct presentations to City Councils, Boards of Supervisors, local task forces, citizens' advisory councils, and other interested groups; and prepare written correspondence in response to requests. Attend Department meetings. Prepare issue papers addressing various aspects of solid waste management. Prepare technical reports, articles, and correspondence relating to Department-wide issues.

Marginal Functions (Including a percentage of the time):



Incumbent:
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- 5% Prepare and edit scientific papers or similar documents for the Deputy Director and/or other members of the Executive Team on various aspects of solid waste management, waste measurement & characterization, environmental impact assessment, and progress status reports. Research and develop internal and external policies and procedures. Prepare scientific reports, articles, and correspondence relating to Department wide issues. Stay informed on emerging markets, technologies, and programs that include product stewardship, social marketing and sustainability. Attend public meetings, hearings, and trainings as needed.

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. This position may occasionally require walking on rough, poorly or non-paved roads/terrain or hike short to moderate distances during field 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.

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.



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☒ 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. This position may occasionally require walking on rough, poorly or non-paved roads/terrain or hike short to moderate distances during field 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.



Incumbent:
Classification: Environmental Scientist
Position Number: 835-808-0762-001

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



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AFITS/Human Resources Section

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RPA Number: 26-059	Classification Title: Environmental Scientist	Position Number: 835-807-0762-004
Incumbent Name:	Working Title: Environmental Scientist	Effective Date:
Tenure: Permanent	Time Base: Full Time	Intermittent Hours Per Month:
Division/Office: WPCMD/JACE	Section/Unit: Section 1 /Unit 1	Reporting Location: Sacramento HQ
Supervisor's Name: Vacant	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:

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Incumbent:
Classification: Environmental Scientist
Position Number: 835-807-0762-004

Position Description:

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- 15% Conduct research and compile data to assess the impacts of existing and proposed waste management policies, procedures or legislation and make recommendations to the Executive staff for approval by preparing clear, complete, and technically accurate reports and issue papers. Participate in the development and implementation of trainings for local jurisdictions, local education agencies, and non-local entities including state agencies/facilities in collaboration with LAMD. Assist in the development and coordinate distribution of educational materials to interested parties concerning requirements of the law. Coordinate with other Department Branches, Sections and Units and other state agencies, as necessary, to develop enforcement cases where violations of the statutes and regulations result in the development of a CAP, CO, and when preparing for penalty hearings. Testify as an expert witness as needed.
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Supervisor Statement

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Supervisor Name	Supervisor Signature	Date

Employee Statement

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Employee Name	Employee Signature	Date