DUTY STATEMENT

☐**CURRENT** ☒**PROPOSED**

RPA Number: **HRC0001379**	Classification/CBID: **Hazardous Substances Engineer**	Position Number: **810-650-3726-002**
Incumbent Name:	Working Title: **Hazardous Substances Engineer**	Effective Date:
Tenure:	Time Base: **Full Time**	Intermittent Hours Per Month:
Program/Division: **Hazardous Waste Management Program**	Branch/Section/Unit: **Permitting Division/Program Implementation Unit**	Reporting Location: **HQ**
Supervisor's Name: **Hin-Yun Lee**	Supervisor's Classification: **Supervising Hazardous Substances Engineer I**	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 close supervision at Range A, under general supervision at Range B, and under direction at Range C and D, of a Supervising Hazardous Substances Engineer I, the Hazardous Substances Engineer works independently and as a team member to perform a variety of scientific, technical, and administrative tasks related to permitting, closure, and post-closure of hazardous waste facilities. Specific duties include, but are not limited to:

Essential Functions (Including percentage of time): Essential (E) / Marginal (M) Functions

30%	**(E) Specialized Programs Implementation** Coordinates the implementation of regulations and statutes that impose different or unique

	requirements and standards on regulated businesses that handle a specified group of hazardous wastes (e.g., electronic waste, cathode ray tube glass, used oil, universal wastes, household hazardous wastes, treated wood waste, auto shredder waste, mercury wastes, solar panels, and seized fireworks) or the unique application of regulatory standards, such as through extended producer responsibility programs. Determines appropriate implementation approaches to comply with the laws and regulations pertinent to the handling, treatment and disposal requirements for these specified groups of hazardous waste. This implementation is based on the plans and specifications produced by a generator of hazardous wastes or internally developed for the waste to be treated, stored, handled and/or disposed. This includes, but is not limited to, equipment review and evaluation of hazardous waste management activities, processes, and technologies are appropriately designed and implemented with critical warning systems, emergency controls, containment structures, monitoring stations (soil, air and water), monitoring intervals, equipment and leak detection including media monitoring, and ingress and egress controls.
20%	**(E) Integration of New Requirements** Coordinates with the Permitting Division and other DTSC Program staff, such as the Statewide Policy Division and the Enforcement & Emergency Response Division, on the integration of newly enacted statute and newly adopted regulations into the ongoing, routine tasks and responsibilities of the Hazardous Waste Management Program. Develops educational material to enhance compliance of regulated businesses for changes to the requirements. Provides training and outreach to DTSC inspectors, permit writers, local Certified Unified Program Agencies and the public on any newly adopted or enacted requirements. Reviews plans and specifications and prepares clear guidance, including generating fact sheets detailing what is needed hazardous waste treatment, storage, handling and/or disposal facilities for these new requirements. Develops technical assistance and communication resources, including fact sheets, guidance documents, training courses, and web site content, to promote consistent understanding and implementation of regulatory changes.
15%	**(E) Permit Review** Reviews hazardous waste storage, treatment and disposal facility applications, workplans, design plans, equipment specifications and technical reports related to permits, closure, and post-closure projects, to determine consistency with applicable laws, regulations, engineering and technical standards, technical guidance, Departmental policy, guidance and practice. Reviews and oversees engineering investigations, characterizations and remedies for operating, abandoned or closed hazardous waste sites and landfills. Coordinates the supporting technical work of geology, geotechnical engineering, toxicology, air and other experts within DTSC, the Regional Water Quality Control Board, the Air Resources Board, local Air Districts, and the U. S. Environmental Protection Agency (U.S. EPA). Prepares, in conjunction with the Office of Legal Affairs and Enforcement Office, hazardous waste facility permits and revisions to the permits. Conducts site visits to verify information in applications and compliance with approved workplans, plans, specifications, and technical procedures. Prepares reports on the results of such visits. Prepares memos, letters, and reports on technical issues or task progress; responds to inquiries from DTSC management, the public, site owners or operators, other government agencies, and the Legislature. Consults with management, professional, and technical personnel regarding methods and location for hazardous substances handling, processing, disposal, and resource recovery systems for the protection of the public health, air, water, and land from pollution. Prepares and provides technical presentations to management, external stake holders, public hearings, meetings and workshops. Prepares, maintains, and communicates a project schedule that meets performance metrics by coordinating with the project applicant, project consultants, and DTSC support personnel. Maintains project files in compliance with State laws and

	Department policies and procedures, updates project status and completions in EnviroStor and uploads appropriate documents for internal and public viewing.
10%	**(E) Permit Appeals Support** Evaluates and develops recommended responses to appeal requests of DTSC's hazardous waste facility permit decisions. Evaluates the validity of requests for a permit appealed. Conducts evaluations in accordance with a set of legally mandated procedures once a permit appeal is filed by anyone that commented previously on the draft permit. Since the permit appeal is based on an outside entities believe that DTSC's decision was based on a finding of fact or conclusion of law which is clearly erroneous, exercised discretion or an important policy consideration that they believe should be reviewed; the incumbent will need to review the administrative record and make recommendations on the validity of the various appealed sections of the permit. Evaluates the adequacy of the permit appeal based on the minimum requirements and design standards for hazardous waste transportation, treatment, storage or disposal technologies proposed in the permit or permit decision.
10%	**(E) Variance Requests** Evaluates arid develops responses to regulated businesses' requests for variances from hazardous waste laws and regulations (departures from statutory or regulatory requirements based on specified criteria for transport, treatment, storage, handling or disposal). Evaluates the engineering assessments, which require a working knowledge of the engineered system and professional engineering judgment to determine the adequacy and protectiveness of the proposed alternative requirements that will govern the businesses and their practices. Assesses the variance request in light of the potential risk of upset from the deviation from the standard requirements for handling, treatment, and disposal of hazardous wastes. This engineering assessment includes, but is not limited to, a failure analysis and the incumbent would determine if appropriate response mechanism(s) for release(s) or risk(s) of upset will be readily available and implementable. The final product the incumbent will generate will be to determine if the waste will be handled in a manner equally as protective as the mandated hazardous waste statutes and regulations have prescribed and their recommendation.
5%	**(E) Administrative Duties** The incumbent is responsible for administrative tasks including but not limited to: adhere to Department policies, rules and procedures; ensure compliance with appropriate bargaining unit contract(s); submit administrative requests including leave, overtime, travel, and training in a timely and appropriate manner; accurately report time in the Daily Log system and submit complete and accurate timesheets with the daily log by the due date.
Marginal Functions (Including percentage of time):	
5%	**(M) Technical Presentations and Training** Assists in the development of training material and presents engineering and technical information about the HWMP or DTSC issues related to design, safety and minimum technical specifications for compliance with the laws and regulations to interested industries and businesses; other federal, state, and local agencies.
5%	**(M) Other Related Duties** Performs other related duties including but not limited to: site visits of the regulated community through on-site inspection; records reviews to determine compliance with approved design specifications and to secure or verify information regarding compliance with hazardous materials laws and regulations; attends job-related meetings and job-related training as required.

Consequences of Error: (if applicable)
Failure to provide accurate and appropriate regulations, engineering support, assistance, and interpretation based on sound engineering reasoning, logic, and research, may lead to development of inappropriate hazardous waste program policy and requirements and could result in the public or a regulated business failing to handle hazardous waste legally, which could result in personal injury or environmental contamination.

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 40 pounds and occasionally stand, bend, squat, reach, grasp, or kneel for long periods.

Typical Working Conditions:

Works in multi-story building, 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:

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

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.)*	
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: Click or tap here to enter text. Date Approved: Click or tap to enter a date.

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