



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: 25-291	Classification Title: Senior Environmental Scientist (Specialist)	Position Number: 835-207-0765-001
Incumbent Name:	Working Title: Senior Environmental Scientist (Specialist)	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: Sacramento, CA, United States
Supervisor's Name:	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:
Classification: Senior Environmental Scientist
(Specialist)
Position Number: 835-207-0765-001

Position Description:

Under the direction of the Environmental Program Manager I in the Office of Environmental Justice, Tribal Relations, Education, and Outreach (EJTREO), Senior Environmental Scientist (Specialist) serves as a lead technical expert on environmental justice and tribal relations issues within CalRecycle. The incumbent provides high level scientific guidance, leads complex analytical projects, and supports strategic policy development to ensure CalRecycle programs effectively respond to the needs and priorities of California Native American tribes, disadvantaged communities, low-income communities, rural populations, farmworkers, and youth. The Senior Environmental Scientist (Specialist) conducts advanced scientific analyses, develops departmentwide best practices, and advises leadership on emerging environmental justice considerations. The incumbent independently designs and leads studies, evaluates the environmental implications of program decisions, and recommends actions that strengthen equitable access and reduce disproportionate environmental burdens. The role also includes coordination across divisions to ensure consistency in environmental justice implementation, development of technical tools and guidance, and participation in statewide initiatives. Travel may be required 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):

30%	Advanced Integration of Environmental Justice and Tribal Priorities Leads departmentwide efforts to integrate environmental justice and tribal priorities into CalRecycle programs, regulations, guidance documents, and strategic initiatives. Independently performs complex scientific analyses related to environmental impacts, regulatory decisions, community vulnerabilities, and policy outcomes. Identifies opportunities to address inequitable impacts, enhance community benefits, and expand program participation among priority populations. Provides expert scientific advice to management and program staff, including recommendations on emerging issues, statewide planning documents, and regulatory amendments.
25%	Scientific Evaluation, Program Performance, and Equity Support for Grants Designs and leads scientific studies using environmental, socioeconomic, and community generated datasets to evaluate program effectiveness and identify areas for improvement. Conducts advanced fieldwork to assess program implementation in priority communities and develops senior level recommendations to enhance environmental justice outcomes. Supports equity focused grant and contract management including contributing to the development of criteria, conducting technical reviews, advising on project alignment with environmental justice and tribal priorities, and assisting with monitoring funded projects to ensure compliance and performance. Creates methodologies, guidance, and analytical frameworks that strengthen environmental justice and tribal engagement across



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	CalRecycle's grant and contract supported programs.
20%	Program Review, Consistency, and Technical Training Reviews and analyzes CalRecycle programs, regulations, and procedures to identify gaps and propose updates that advance environmental justice and tribal priorities. Develops policy recommendations for executive leadership on program alignment, resource needs, and emerging environmental challenges. Designs and delivers specialized training to staff on new scientific methods, environmental justice practices, tribal relations protocols, and community engagement strategies. Produces technical reports, scientific summaries, and public facing materials that ensure accurate representation of environmental justice and tribal considerations.
15%	Strategic Outreach, Partnership Building, and Community-Centered Support Leads complex outreach and consultation efforts with tribes, community organizations, local governments, and statewide partners to gather input, strengthen relationships, and advance shared environmental goals. Supports culturally appropriate and community-centered engagement approaches, including development of tools for meaningful participation. Advises on youth-focused environmental education initiatives and provides subject-matter expertise to programs supporting K–12 environmental learning and community science efforts.

Marginal Functions (Including a percentage of the time):

10%	Participates in professional development, technical committees, interagency workgroups, and statewide initiatives to maintain advanced scientific expertise and support coordination across CalEPA and external partners. Travel may be required.
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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 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