



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: 26-085	Classification Title: Environmental Program Manager I	Position Number: 835-835-0756-001
Incumbent Name:	Working Title: Environmental Program Manager I	Effective Date: 06/01/2026
Tenure: Permanent	Time Base: Full Time	Intermittent Hours Per Month:
Division/Office: WPCMD	Section/Unit: WEEB/Solid Waste Enforcement Section	Reporting Location: Sacramento, CA
Supervisor's Name: Vacant	Supervisor's Classification: Environmental Program Manager II	CBID: S10
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.



Position Description:

Under general direction of the Chief, the incumbent will provide leadership and management for Supervising Environmental Scientist I staff implementing: the local enforcement agency (LEA) certification and evaluation program; the solid waste inspection and enforcement program; and duties where the Department of Resource Recycling and Recovery (Department) acts as the Enforcement Agency (EA). The incumbent will assure that the program staff is appropriately applying basic understanding of chemistry, biology, physical and environmental sciences, environmental characteristics of waste materials and solid waste facilities and systems in their performance of: audits of the LEA's permitting, inspection, and enforcement programs and records, as well as the evaluation of the LEAs certification and / or certification maintenance; and the review, inspection, assessment and enforcement of solid waste facilities' technical documents, operations and monitoring records. The incumbent will develop and implement program policies to assess violation significance and the violation's general effect on public health, safety and the environment; and assure decisions, policies and practices are developed with the applied knowledge of statistical methods of analysis, integrated waste management economics, public health, and resource management so that decisions policies and practices are reasonable and will effectively protect the public health and safety and the environment.

The incumbent will provide general oversight of staff training and mentoring related to the determination of solid waste facilities' compliance with State Minimum Standards (SMS) and permit terms and conditions, solid waste facility compliance and enforcement activities, assessment of LEA performance and, if necessary, LEA completion of compliance work plans to improve performance. The incumbent will provide general oversight of accurate staff data input, the inventory of facilities that fail to meet SMS, and development of methodologies to improve information in the Department's solid waste facility database. Specific duties include, but are not limited to:

Essential Functions (including percentage of time):

- 40% Supervise, organize, and plan staff activities including time allocation, travel and training, and evaluate major program goals established by the Legislature and the Department. Assure that statutory timelines and regulatory requirements for 18- month inspections, EA inspections, and LEA evaluations and certification requirements are monitored and followed. Mentor and develop supervisors to achieve work-related and individual goals. Participate in management activities for planning, team building and training. Review written reports, memorandums, agenda items, and correspondence prior to submittal to the Chief and Department management. Serve as program representative for various internal and external functions including. speaking engagements. Represent the program at meetings of the Enforcement. Advisory Council, California Conference of Directors of Environmental Health and LEA Roundtables.
- 35% Develop methods to effectively administer the EA Inspection and Enforcement, State Inspection and Enforcement and the LEA Evaluation and Certification programs. Continuously analyze effectiveness and adjust program activities. Present program activities to the Chief, Department management and other stakeholders to educate them and receive feedback. Identify the need for policies and staff and LEA training in regard to inspection, enforcement programs and certification requirements. Coordinate staff and management efforts to address inspection, enforcement and LEA performance issues and develop strategies for improvements and guidance for both staff and LEA's. Lead collaborative policy



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development efforts with staff from other divisions, stakeholders and management. Report program challenges, needed changes, resource needs, and status of significant failures to Chief.

- 15% Provide support to the Branch Manager in the development and proposal of improvements to the operation of the branch, the program and solid waste policy issues through business practices, statewide guidance documents, budgetary, statutory, regulatory and personnel procedures, including development of budget change proposals, duty statements, employee performance reviews and completion of employee Individual Development Plans.
- 5% Coordinate assignments including assembling and providing guidance to staff teams to review, write and/or edit proposed regulations and/or guidance documents: act as contact for industry, local government, state and federal agencies. Develop strategies for conflict resolution among staff, as well as between staff and stakeholders. Set and monitor long-term goals for section activities beyond routine workload. Maintain training to keep abreast of solid waste management technology and supervisory techniques.

Marginal Functions (Including a percentage of the time):

- 5% Other duties as required, such as providing assistance to the Chief on various assignments involving planning, budgeting, legislation, time accounting, Division assignments, and external outreach to agencies, local government and Department staff.

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.

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

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.

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



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regulated community by way of in-person, phone and video conferencing, preparation and review of the 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.
- ☐ 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 for identification) to be able to pass through TSA security checkpoints for required domestic flying.
- Must be able to occasionally travel (via airplane and car etc.) to conduct State Business. This position may occasionally require walking on rough, poorly or non-paved roads/terrains or hike short to moderate distances during site 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.



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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