



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: 26-081	Classification Title: Environmental Program Manager II	Position Number: 834-0769-001
Incumbent Name: VACANT	Working Title: Branch Chief, Waste Evaluation and Enforcement Branch	Effective Date:
Tenure: Permanent	Time Base: Full Time	Intermittent Hours Per Month:
Division/Office: WPCMD	Section/Unit: Waste Evaluation & Enforcement Branch	Reporting Location: Sacramento
Supervisor's Name: Mark de Bie	Supervisor's Classification: CEA	CBID: M10
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: VACANT

Classification:

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Position Description:

Under the general direction of the Deputy Director for the Waste Permitting, Compliance and Mitigation Division (WPCMD), the incumbent plans, organizes, and directs the activities and operations of the Waste Evaluation and Enforcement Branch (WEEB). The incumbent develops and implements statewide policies and programs for the protection of the public health and the environment related to the enforcement of the State's legislatively mandated regulation of solid waste disposal facilities, including illegal disposal, and waste tire management facilities and tire haulers; evaluates and certifies Local Enforcement Agencies (LEA); and advises the Deputy Director on the development and implementation of departmental policies regarding issues, programs, and priorities affecting CalRecycle line divisions. The Branch Chief also ensures that the Branch effectively participates in inter-Branch and inter-Divisional working groups as needed in achieving program objectives, implementing CalRecycle Strategic Directives, and other high-priority initiatives.

Essential Functions (including percentage of time):

- 30% Directs staff who certify and evaluate LEAs to ensure local programs are in accordance with State statutes and regulations; develops LEA evaluation workplans with specific compliance tasks and schedules for LEAs with identified performance issues; monitors LEA compliance in fulfilling evaluation workplan tasks; and implements processes to identify and address LEA performance deficiencies outside of normal evaluation process.
- 30% Directs the activities of staff that include developing regulatory measures and implementing enforcement of environmental standards; conducting investigations of findings from regular inspections and inspections resulting from complaints of improper management or illegal activity; ensuring that the appropriate environmental enforcement action is determined and initiated; assisting LEAs in taking effective enforcement action to achieve compliance at solid waste facilities; taking enforcement action against tire haulers and tire facilities when warranted; and taking appropriate enforcement action and providing enforcement services where no LEA is designated or where the LEA does not take appropriate enforcement action.
- 15% Directs staff who certify and evaluate LEAs to ensure local programs are in accordance with State statutes and regulations; develops LEA evaluation workplans with specific compliance tasks and schedules for LEAs with identified performance issues; monitors LEA compliance in fulfilling evaluation workplan tasks; and implements processes to identify and address LEA performance deficiencies outside of normal evaluation process.
- 15% Provides and directs division liaison functions to governing, executive, and staff representatives of local governments, waste management authorities and commercial businesses and nonprofit organizations involved with solid waste. Speaks before various state, federal, and local governmental bodies to present information, and advocates CalRecycle's position on landfill, waste tire and other waste management facility issues, particularly related to CalRecycle's environmental enforcement activities. Attends and participates in the CalRecycle Monthly



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Public meetings, other meetings, conferences, seminars, and conventions to confer, develop, revise and implement new or amended laws (state and federal), and practices and procedures to enforce state minimum standards relative to solid waste and waste tire management facilities and tire haulers. Consults with the EAC and CCDEH on matters on matters of Program policy and procedure.

Marginal Functions (Including a percentage of the time):

- 5% Recommends and implements departmental policies related to CalRecycle's mandate to enforce solid waste and waste tire permitting and management laws. Confers with and advises the Deputy Director, and when needed, other Executive Staff, on the development, implementation, and maintenance of statewide waste management enforcement and compliance policies.
- 5% When needed, appears before Executive Staff to provide information and recommendations. Provides oversight to ensure that staff development and training programs are implemented and effective.

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 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.



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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 or 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