



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: 26-069	Classification Title: Environmental Scientist	Position Number: 835-828-0762-XXX
Incumbent Name:	Working Title: Environmental Scientist	Effective Date:
Tenure: Permanent	Time Base: Full Time	Intermittent Hours Per Month:
Division/Office: Waste Permitting, Compliance & Mitigation Division	Section/Unit: Permitting and Assistance Branch/Permits and Assistance North Section/ North Unit	Reporting Location: Sacramento
Supervisor's Name: Eric Kiruja	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: 835-828-0762-XXX

Position Description:

Under general direction of the Senior Environmental Scientist I (Sup)/Unit Supervisor, the Environmental Scientist (ES) will participate in the development, planning, coordination and implementation of CalRecycle's Permits and Assistance Program which focuses on enhancing the performance of Local Enforcement Agency (LEA) solid waste facility permits programs through review, guidance, training and technical assistance. The ES will assist in the implementation of Waste Management statutes (such as Senate Bill 279) and associated regulatory changes, by providing ongoing training, technical assistance, and guidance to local enforcement agencies to assist in their decision-making processes. The ES will apply principles of scientific research, chemical, biological, physical and environmental sciences, environmental characteristics of waste materials and solid waste facilities and systems as they relate to the review, inspection, assessment and enforcement of solid waste facilities' technical documents, operations and monitoring records. The ES will be required to travel approximately 10% of the time. This class is the entry, intermediate working, and journey level of the series. Employees in Range A are entry level and work under direct supervision performing least complex scientific work. Employees in Range B are intermediate level and work under general supervision performing moderately complex work. Employees in Range C are journey person level and work independently performing the most complex work.

Essential Functions:

- 35% Acts as central point of contact for solid waste issues (including compostable material and digestate land application and permitting new solid waste and compostable material handling operations) in the ES' assigned geographical area. Reviews and provides comments concerning completeness, detail, and accuracy of permits, permit applications, and associated documents submitted by the LEAs and applicants. ES comments are directed to the appropriate LEA program staff and/or permit applicants in the incumbent's designated geographical assignment area. The ES coordinates document review with other programs at CalRecycle and with other agencies when necessary. The ES prepares written, correct and complete reports in a timely manner, includes staff analysis and recommendations, and presents these items at briefings and internal and public meetings. The ES independently reviews and prepares report items, reports, memos and other correspondence relating to the permitting of solid waste and waste tire operations and facilities. In consultation with inspectors, the ES evaluates solid waste and waste tire facilities' compliance status with state standards and permit conditions through field inspections and office review of documentation. The ES provides technical expertise, training and assistance to the LEAs on permitting, inspection and enforcement issues. The ES participates in visits/inspections of solid waste facilities with CalRecycle, LEA, or other agencies' staff. The ES contacts LEAs in assigned jurisdiction(s) at least once per month by phone and/or email to discuss issues pertaining to solid waste or waste tire facilities in that jurisdiction.
- 15% Provides outreach for solid waste project assignments (including compostable material and digestate land application and permitting new solid waste and compostable material handling operations). Outreach includes attendance and testimony at internal and external meetings (including regular attendance at LEA Roundtables and CalRecycle sponsored events), coordinating with other CalRecycle staff on internal and external stakeholder issues,



Incumbent:
Classification: Environmental Scientist
Position Number: 835-828-0762-XXX

communicating CalRecycle policies to interested parties, as well as developing strategies and approaches to facilitate environmental review in accordance with the California Environmental Quality Act (CEQA) and the solid waste permit process. Provides contact and consults with LEAs and/or Lead Agencies in the developmental stages of the environmental document preparation, to assure the inclusion of adequate information and to consider the potential environmental impacts of a proposed solid waste facility or waste tire facility project. The ES also assists the regulated community, LEAs and other governmental agencies, and the general public by answering questions, attending workshops, and participating in scoping meetings for environmental documents. Acts as a source of technical expertise on CEQA and solid waste issues for CalRecycle administration and staff, LEAs, and local agencies. Develops and conducts training for interested parties on solid waste issues, including but not limited to, the solid waste facility permit process, state minimum standards, the waste tire facility permit process, and CEQA.

- 15% Reviews and comments on environmental documents prepared for solid waste and waste tire facilities while accurately interpreting the CEQA statute and guidelines. As part of the review process, the ES independently researches and reviews CalRecycle's solid waste facility files, applicable CalRecycle databases and other available site-specific information. The ES may be asked to visit the sites in question. The ES may coordinate their review with federal and state agencies, local governments, community groups, LEAs, other CalRecycle staff and at times the facility operators or representatives. The ES may be asked to prepare and circulate an appropriate environmental document in accordance with CEQA for CalRecycle projects requiring Lead Agency status. The ES verifies that mitigation measures identified in environmental documents that are enforceable by CalRecycle and/or LEAs are reflected in Solid Waste and Waste Tire Facilities Permits and related conditioning documents and advises CalRecycle on the adequacy of environmental documents for CalRecycle concurrence purposes.
- 15% Maintains the permitting and CEQA modules of the Solid Waste Information System (SWIS) and Waste Tire Management System (WTMS) databases for the State of California. Generates reports from SWIS and WTMS and otherwise provide data and other information upon request by management regarding permits, inspections and other related topics. Tracks facility compliance status in the staff's assigned jurisdictions and update SWIS and WTMS information at a minimum frequency of once per week to maintain completeness and accuracy in all aspects, including, but not limited to, the periodic inspection reports and CEQA comment letters. Ability to use other database programs housed at CalRecycle or other agencies as needed.
- 10% In coordination with LEA Evaluation Unit staff, implements State Oversight Role Procedures as necessary, to track and document that LEAs in the incumbent's designated geographical assignment area are taking appropriate enforcement action. Reviews LEA enforcement actions and recommends appropriate enforcement options if LEAs fail to take necessary action. Reviews evaluations and provides comments to the LEA Evaluation Unit with respect to the LEA's ability to carry out the permitting, inspection and enforcement functions for their jurisdictions. Works with the LEA Evaluation Unit staff in developing a work plan to address identified deficiencies. Monitors the progress of the LEAs' work plans along with the staff of the



Incumbent:
Classification: Environmental Scientist
Position Number: 835-828-0762-XXX

LEA Evaluation Unit.

- 5% Assists in the development of reports, documents, findings and guidelines. Reviews relevant legislation, proposed regulations, reports and other documents and report findings to management. Researches special issues and requests related to CEQA, enforcement, and permitting and prepares recommendations or solutions to address the issues. Prepares correspondence in response to queries from interested parties on technical and policy matters.
- May participate in special projects within CalRecycle or with other agencies and organizations. Maintains health and safety training competency as well as attend additional training deemed necessary for the position. Pursues on- going training in related issues and receives cross training in other Divisions and Branch programs and activities.

Marginal Functions:

- 5% May attend public meetings and hearings; Prepares issue papers or similar documents for the Executive Director on various aspects of solid waste management, waste measurement & characterization, environmental impact assessment, and progress status reports; Researches and develops internal and external policies and procedures; Prepares technical reports, articles and correspondence relating to Department wide issues; Stays informed of emerging markets, technologies, programs that includes product stewardship, social marketing and sustainability.

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.

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



Incumbent:
Classification: Environmental Scientist
Position Number: 835-828-0762-XXX

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.
- ☒ 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. 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.



Incumbent:
Classification: Environmental Scientist
Position Number: 835-828-0762-XXX

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
Eric Kiruja		

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