



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: 26-080	Classification Title: Senior Environmental Scientist (Supervisory)	Position Number: 835-844-0764-001
Incumbent Name: Vacant	Working Title: Senior Environmental Scientist (Supervisory)	Effective Date: XXXX XX, 2026
Tenure: Permanent	Time Base: Full Time	Intermittent Hours Per Month:
Division/Office: Waste Permitting, Compliance, and Mitigation Division	Section/Unit: Permitting and Assistance Branch/Training and Assistance Section/Illegal Disposal and Innovative Technologies Unit	Reporting Location: Sacramento
Supervisor's Name: Martin Perez	Supervisor's Classification: Environmental Program Manager I (Supervisory)	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.



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Position Description:

Under the general direction of the Environmental Program Manager I (Supervisory) of the Training and Assistance Section, the incumbent will apply principles of scientific research, chemical, biological, physical and environmental sciences, environmental characteristics of waste materials and solid waste facilities and systems to supervise the work of professional or technical staff within the Illegal Disposal and Innovative Technologies Unit. The Unit is responsible for coordinating and facilitating the development, implementation, and analysis of the training events, outreach efforts, and support of the statewide annual illegal disposal conference and the periodic meeting forum for state, local, and regional agencies, non-governmental organizations, affected communities, and department staff. The Unit is also responsible for the preparation of guidance, training, policy, planning, or regulatory documents and legislative proposals relating to innovative technologies at solid waste facilities.

Essential Functions (including percentage of time):

- 40% Direct staff to design, implement, and evaluate a program for the statewide illegal disposal conference which is focused on providing strategies and methods to attendees to prevent, investigate, enforce, and mitigate illegal dumping and illegal disposal in California. Evaluate the program's effectiveness and adjust the program as needed. Direct staff to support a forum for state, local, and regional agencies, non-governmental organizations, impacted communities, and department staff to meet and coordinate on illegal disposal and illegal dumping issues, share information, conduct outreach, and provide community support. In performing these functions, the incumbent may be required to travel with duration and time variant upon governmental and stakeholder locations.
- 20% Supervise and direct Senior Environmental Scientist staff to perform various sensitive, complex, and/or difficult assignments relating to innovative technologies at solid waste facilities including but not limited to regulation packages, web content, policy making, technical assistance, training, guidance, strategic planning, research, and other special projects.
- 20% Develop work plans to direct staff activities towards the accomplishment of department, branch, and unit goals and objectives. Participate in meetings as part of operational and program planning and other collaborative efforts. Represent the program or department at various meetings related to work performed by the unit. Mentor and develop staff to achieve work-related and individual performance goals. Establish clear expectations for the unit staff, track and monitor projects and assignments, and provide feedback on their progress towards meeting defined expectations and deliverables. Review and analyze program proposals and advise management on its impact or potential impact. Provide recommendations to the section manager as necessary to improve or maintain overall program performance.
- 10% Develop, conduct, and/or review the work, procedures, policies, and business practices for the



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unit. Organize and direct staff activities including time allocation, task management, travel, and training. Develop, review, and revise duty statements, staff hiring documents, probation reports, annual performance appraisals, telework agreements, and expectation memorandums. Review timesheets to ensure all time worked and all leave used or earned is accurate and in accordance with all laws, rules, and applicable memorandums of understanding prior to approval and submittal for processing.

- 5% Review and edit written reports, letters, memorandums, documents, contracts, evaluations, announcements, web content, and correspondence prior to submittal to the section manager.

Marginal Functions (Including a percentage of the time):

- 5% Manage or lead special projects as required within the scope of knowledge, duties, and abilities of a Senior Environmental Scientist (Supervisory). Enroll and participate in training courses where necessary to broaden knowledge and skills that are applicable to the job functions.

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:



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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 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.



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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