



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: HRC0005606	Classification Title: EPM II	Position Number: 835-715-0769-001
Incumbent Name:	Working Title: Branch Chief	Effective Date:
Tenure: Permanent	Time Base: FT	Intermittent Hours Per Month:
Division/Office: MMLA/LAMD Branch	Section/Unit:	Reporting Location: Sacramento, CA
Supervisor's Name: Cara Morgan	Supervisor's Classification: Deputy Director	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.



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Position Description:

Under the general direction of the Deputy Director, the Environmental Program Manager II provides assistance to executive staff and staff representatives of local governments, local task forces, waste management authorities, and joint powers authorities. The incumbent provides the Department's executive staff with advice concerning local government, state agency, and market development issues, needs, and policies, and on all issues related to the Department's sustainability programs. The incumbent attends and participates in meetings, conferences, workshops, and seminars to confer, advise, learn, and share technical and administrative information about department programs and policies, particularly those related to waste management, waste prevention, business assistance, and market development. Incumbent testifies before various state legislative and local government bodies to present information and advocate department programs and maintains working knowledge of technical and administrative developments in waste management, waste prevention, and market development. Incumbent must have and maintain a current valid California driver's license, be able to travel via various means of public transportation methods, including, but not limited to commercial airlines, public shuttles, shared rental cars, etc. and participate in the Department of Motor Vehicles (DMV) Employer Pull Notice Program. The incumbent is required to travel approximately 20 percent of the time.

Essential Functions (including percentage of time):

The duties listed below require the incumbent to drive for state business to perform the job tasks.

- 40% Direct the activities and operations of the Local Assistance and Market Development (LAMD) Branch to ensure provision of technical assistance to public and private entities in the formulation of local and State agency programs, to meet waste diversion goals, and help establish stable and long-term local and regional markets for recyclables. Oversee the following LAMD activities: assisting local and State agencies in preparing and implementing integrated waste management plans, siting elements, and non-disposal facility elements; conducting needs assessments for local jurisdictions, including review of programs and determining new areas for program development; and providing general and targeted assistance to local jurisdictions, state and federal agencies, and facility operators. Oversee section managers and supervisors in guiding staff on preparing planning documents and ensuring appropriate assistance for local program implementation. Develop and direct the branch on implementing departmental policies related to waste prevention, solid waste diversion, organics recycling and edible food recovery, beverage container recycling, extended producer responsibility programs and ensure an effective and coordinated approach to the diversion of solid waste within the state. Review and approve recommendations regarding providing technical assistance to local jurisdictions, state agencies, federal facilities, local organizations, businesses, school districts and other regulated entities to ensure progress in meeting the mandates. Coordinate with section supervisors to ensure staff apply scientific methods and principles in the identification, study, and solution of waste management challenges. Monitor LAMD's program and project responsibilities to ensure they are performed with extreme sensitivity. Direct section managers in facilitating and dealing with complex and sensitive exchanges of information between the Department, local, state, and federal officials, and all parties involved in implementing solid waste management statutes, regulations, and policies. Direct section managers in dealing with complex emerging or undefined issues that may involve intense conflict among competing programs, and issues such as emerging technologies, public and governmental concerns, and industry and business interests. Review data and analysis submitted by section managers and make recommendations to Executive management on the development of broad policy and legislative proposals with immediate and long-range impacts.



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- 25% Direct section managers to ensure they are directing supervisors and staff in collaborating with regulated entities and across divisions in the department, including enforcement, to identify gaps, barriers, and challenges and recommend improvements and provide assistance to regulated entities for SB 1383, AB 1826, AB 341, AB 2812, AB 75, SB 54 and other statutes, as applicable. Based upon gap analysis, ensure section managers are guiding their staff and supervisors to provide targeted assistance to non-local entities and provide guidance to improve program performance. Coordinate with the Enforcement Branch's Environmental Program Manager II on potential compliance cases, program gaps, and ensure staff provide technical assistance regarding local jurisdictions, non-local entities, and local education agencies. Assess section managers' analysis of situations to determine effective action is taken; review and edit technical reports prepared by section managers, supervisors, and staff to ensure accuracy; direct, plan, monitor, and organize studies and analyses; coordinate the work of the branch; advise management regarding recommendations based on findings; and oversee complex and special studies and projects. Monitor to ensure the state meets the statewide greenhouse gas emission reductions as set forth in the SB 1383 regulations. Manage the development of tools, models, and best management practices for jurisdictions, state agencies, and businesses. Direct staff on pilot and special projects in coordination with the Statewide Technical, Analytical, and Research Division, such as landscape projects, climate change projects, organic management projects, etc.
- 20% Recommend and implement statewide policies and programs concerned with assisting state and local governments to meet legislatively mandated waste diversion goals and plans. Develop, recommend, and implement statewide regulations and guidelines for local governments and other regulated entities. Oversee the design and implementation of local waste management plans. Develop and implement departmental policies related to zero waste, waste prevention, extended producer responsibility, and organic waste recycling. Ensure an effective and coordinated approach to the diversion of solid waste within the state.
- 10% Provide the Department with advice on all matters relating to local, state, and federal government diversion program development. Provide the Department's executive staff with advice concerning local government issues, needs, and policies, and on all issues related to the sustainability programs. Attend and participate in meetings, conferences, workshops, and seminars to confer, advise, learn, and share technical and administrative information about department programs and policies, particularly those related to waste management, waste prevention, business assistance, and market development. Testify before various state and local government bodies to present information and advocate Department programs. Maintain working knowledge of technical and administrative developments in waste management, waste prevention, and market development.

Marginal Functions (Including a percentage of the time):

- 5% Prepare written reports, memoranda, technical reports, and correspondence in relation to technical program areas and special assignments on a branch-wide basis. Develop and monitor branch work plans to accomplish the Department's planning goals and objectives. Conduct recruitment and hiring in accordance with department policies and procedures. Conduct employee performance appraisals and review employee Individual Development Plans: ensure compliance with workplace rules and regulations, and other administrative functions related to management. Review and sign monthly time reports.



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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