

DUTY STATEMENT

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DUTY STATEMENT

Employee Name: Vacant	Current Date:
Classification: Special Advisor for Environmental Enforcement and Public Health, C.E.A., Level B	Position #: 812-010-7500-XXX
Division: Office of the Secretary	CBID: M01
Section: Legal	
Supervisor Name: Alana Mathews	Supervisor Classification: Deputy Secretary for Law Enforcement and Counsel/Exempt Appointee

I certify that this duty statement represents an accurate description of the essential functions of this position.	
Supervisor:	Date:

I have read this duty statement and agree that it represents the duties I am assigned.	
Employee:	Date:

SPECIAL REQUIREMENTS OF POSITION (IF ANY):

- ☒ Designated under Conflict of Interest Code
- ☐ Duties performed may require pre-employment physical.
- ☐ Duties performed may require drug testing.
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Requires the utilization of a 32-pound self-contained breathing apparatus.
- ☐ Operates heavy motorized vehicles.
- ☐ Requires repetitive movement of heavy objects.
- ☐ Works at elevated heights or near fast moving machinery or traffic.
- ☐ Performs other duties requiring high physical demand. (Explain below):
- ☐ Duties require use of hearing protection and annual hearing examinations.

SUPERVISION EXERCISED

☐ None	☐ Lead Person
☒ Supervisor	☐ Team Leader

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FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises: 2 PY

1 -Environmental Program Manager I

1 – Senior Environmental Scientist (Specialist)

Total number of positions in Section/Branch/Office for which this position is responsible: 1

FOR LEADPERSONS OR TEAM LEADERS ONLY:

Indicate the number of positions by classification that this position LEADS:

MISSION OF SECTION:

The California Environmental Protection Agency's mission is to restore, protect, and enhance the environment to ensure every Californian can live, work, and recreate in a clean and safe environment. Effective, coordinated, and equity-centered enforcement is essential to achieving this mission, particularly in communities experiencing disproportionate pollution burdens.

The Office of the Secretary provides executive leadership, policy direction, legal coordination, and oversight across CalEPA's Boards, Departments, and Offices to advance consistent, effective, transparent, and accountable environmental enforcement. This includes coordinating multi-agency responses to complex environmental threats such as landfill subsurface elevated temperature events, landfill gas migration, hazardous emissions, leachate generation, groundwater threats, illegal disposal, and other emerging risks that require cross-program and cross-jurisdictional enforcement action.

CONCEPT OF POSITION:

Under the general direction of the Deputy Secretary for Law Enforcement and Counsel and the CalEPA Secretary, the Special Advisor for Environmental Enforcement and Public Health Response, is responsible for planning, organizing, and directing the operations of the CalEPA Enforcement Program. This includes coordinating CalEPA's statewide and cross-media enforcement response to complex landfill-related environmental threats, including subsurface elevated temperature events.

The incumbent provides executive-level leadership and technical coordination, policy direction, and strategic enforcement oversight across six Boards, Departments, and Offices; federal, state, regional, local, and tribal partners; regulated entities; and affected communities. The position is responsible for advancing coordinated enforcement strategies where regulatory authority is distributed among multiple agencies and no single agency has comprehensive authority to resolve the full scope of the environmental threat.

The incumbent exercises broad discretion and independent judgment on highly sensitive, complex, and precedent-setting matters involving public health, environmental protection, community impacts, legal risk, enforcement strategy, and statewide policy implications. The incumbent ensures CalEPA uses the full scope of its enforcement coordination authority to

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support consistent, effective, and timely compliance and enforcement actions; resolve interagency issues; strengthen accountability; improve enforcement programs; and protect communities affected by landfill incidents and other emerging environmental hazards.

The incumbent is responsible for reviewing scientific work and data from scientists across the BDOs to identify the sources of environmental issues. This includes evaluating subsurface elevated temperature (SET) events using scientific evidence, such as leachate levels that may pose environmental health risks, air pollution resulting from SET events, and waste characterization data. This information supports informed policy decisions to address environmental and public health impacts.

This position requires the equivalent of graduation from college with a major in physical, biological, or environmental sciences; mathematics; engineering; or a related field.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
40% - E	Serves as a member of the Secretary's executive staff and is responsible for coordinating and supporting the day-to-day administrative and operational functions of the CalEPA enforcement program which includes six Boards, Departments and Offices (BDO). Develops and implements program strategies, policies, procedures, and practices to promote effective, consistent and well-coordinated enforcement operations, in collaboration with legal leadership and consistent with applicable legal authorities Serve as the primary liaison and coordinator with CalEPA BDOs, as well as external partners such as federal agencies, local air districts, local health departments and local enforcement agencies on complex enforcement matters, including landfill SET events, landfill gas migration, leachate impacts, hazardous substance concerns, groundwater threats, and community impacts. Evaluate sensitive and high-profile enforcement issues and coordinates resolution to ensure consistent, effective, and coordinated enforcement outcomes that protect public health, environmental quality, and affected communities. Supervise the Enforcement Coordinator and any other assigned staff. Establish priorities, assign and review work, monitor deliverables, evaluate performance, provide feedback, identify training needs, and support staff development.

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30%-E	Create, lead, and direct multi-media and multi-jurisdictional enforcement initiatives. Develop, organize, and lead multi-agency enforcement teams and special enforcement initiatives involving landfill SET events and other complex environmental threats where multiple agencies have overlapping or complementary jurisdiction. Coordinate enforcement planning, inspections, investigations, information sharing, response activities, corrective action oversight, enforcement orders, settlement strategies, and legal coordination among BDOs and external enforcement partners. Use the full scope of CalEPA's enforcement coordination authority to support consistent compliance and enforcement activities. Identify and resolve interagency enforcement conflicts, coordination gaps, and legal or operational issues that could undermine enforcement effectiveness or accountability. Provide executive direction to cross-agency workgroups, task forces, and enforcement teams; establish priorities; monitor progress; elevate critical issues; ensure timely completion of enforcement deliverables.
10% - E	Investigate programmatic enforcement issues and recommend improvements to BDO environmental enforcement programs at landfills. Assess enforcement programs, policies, processes, coordination structures, and authorities across CalEPA BDOs to identify opportunities to improve consistency, responsiveness, accountability, and effectiveness in addressing landfill SET events and related environmental risks. Recommend improvements to strengthen future landfill enforcement efforts, including improvements to interagency coordination, inspection follow-up, corrective action tracking, public health data sharing, enforcement escalation, community notification, and performance accountability. Support development of enforcement work plans, tracking tools, performance measures, and coordination protocols to improve

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	CalEPA's ability to respond to landfill-related incidents and emerging environmental threats.
10% - E	Lead public communication and stakeholder coordination related to enforcement activities. Communicate with the public on enforcement activities, as appropriate and in coordination with CalEPA communications staff, BDOs, and partner agencies. Participate in public meetings, advisory group meetings, interagency briefings, community forums, and stakeholder discussions involving landfill SET events, landfill impacts, illegal disposal, enforcement coordination, and related public health or environmental concerns. Support timely, accurate, and consistent public-facing information regarding agency roles, enforcement coordination, response activities, and opportunities for community engagement.
10% - M	Participation in other duties that include, but may not be limited to professional development, networking, representing the organization in select instances, acting on behalf of the Secretary, etc. Other duties as assigned by supervisor.