



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:	Classification Title: CEA	Position Number: 835-700-7500-001
Incumbent Name:	Working Title: Deputy Director	Effective Date:
Tenure: CEA	Time Base: FT	Intermittent Hours Per Month:
Division/Office: Materials Management Division	Section/Unit:	Reporting Location: Sacramento
Supervisor's Name: Mindy McIntyre	Supervisor's Classification: Chief Deputy Director	CBID: M01
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) 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.

This position requires in person presence, ability to work in a high rise building around others, and travel may be required as part of this position's normal duties. Scientific education and experience are required for this position.

Position Description:

Under the general direction of the Director, the incumbent plans, organizes, and directs the activities and operations of the Materials Management Division. Develops and oversees programs including but not limited to: electronic waste recycling, product stewardship programs, and technical activities related to recycling of organics, plastics, waste tires, and other materials. Advises the Director, Chief Deputy



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Director, and Executive Staff on issues, programs, and priorities relative to CalRecycle's mission, vision, and statutory responsibilities. Develops and implements departmental policies related to waste reduction, recycling, and product stewardship. Specific duties include, but are not limited to:

Essential Functions (including percentage of time):

35% Oversees and directs activities related to climate change, product stewardship, plastics recycling research, organic materials management, electronic waste, waste tire market development and management, construction and demolition debris management, and emerging technologies, including scientific analysis and procedures. Oversees and directs the development and implementation of product stewardship programs focused on packaging, textiles, carpet, paint, mattresses, loose batteries, and sharps and pharmaceuticals... Oversees development and implementation of research and policies on waste tires, plastics, and organic materials management, including development of best management practices and technical specifications. These duties may require an in-person presence.

Oversee and directs implementation of the Covered Battery Embedded Products and the Covered Electronic Waste Recycling Program to ensure fiscal integrity of payments and make recommendations to the Director re: changes in recycling payment rates and consumer product fees. Oversee program participation, fraud prevention, compliance assistance, and administrative civil penalties, and coordination with Department of Toxic Substances Control. Oversee development of policy proposals relative to the future of electronic waste recycling and management in the state. These duties may require an in-person presence.

Oversees and directs activities related to Product Stewardship to develop and implement policies and programs that support statutes developed to build a circular economy and achieve zero waste in California. Makes decisions related to deliverables from external stakeholders required by regulation or statute to contribute to reducing waste and building a circular economy in California. These duties may require an in-person presence.

25%

Oversees Branch Chiefs to coordinate the work of the Division and to resolve complex emerging or undefined issues that may involve conflict among competing programs and issues. Works in consultation with Branch Chiefs to direct the activities of staff towards the accomplishment of goals and objectives and ensure that managers, supervisors and staff are clear on their responsibilities and expectations. Critically reviews and approves reports and Requests for Approvals prepared by Branches. Oversee, review, and approve work product submitted by Branch Chiefs and their staff. Ensure that all MMD hires are made according to merit hiring processes. Effectively manage the performance of Branch Chiefs and ensure Branch Chiefs effectively manage their staff's performance. Ensure timely submission of performance documents including probationary reports and performance appraisals. Ensure effective onboarding and ensure regular and effective training occurs. These

20%

duties may require an in-person presence.

Serve as advisor to the Director, Chief Deputy Director, and Executive Staff on matters relating to local government programs, source reduction and recycling. Develop and direct policy and legislative concepts/proposals, regarding the analyses pertaining to MMD programs. Testifies before various state legislative and local government bodies to present information and advocate CalRecycle programs; maintains working knowledge of technical and administrative developments in waste management and waste prevention. Attends and participates in meetings, conferences, workshops, and seminars to confer, advise, and share technical and administrative information about CalRecycle programs and policies, particularly those related to waste reduction, recycling, and product



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15% stewardship. These duties require in person presence and travel.

Oversees and directs Division's liaisons with respect to Division's personnel, budget, and contract activities. Approves expenditures of MMD budget for travel and general expenses; approves all personnel transactions; directs development of and approves budget change proposals and contract solicitations and awards. Ensures all Division contract products are delivered on time and within budget. Ensure fair and effective hiring procedures across MMD. These duties may require an in-person presence.

5%

Act in the place of CalRecycle's Chief Deputy Director or Director in their absence. These duties may require an in-person presence.

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.

The job requires in person presence which includes face-to-face interaction, and the ability to work in an environment with a variety of people.

The job may require up to 20% travel.

Typical Working Conditions:

The incumbent works in a high-rise office building with multiple departments. The position works a minimum of 40 hours per week on average but may be required to work hours in the evenings and at weekends. Travel may be required.

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