DUTY STATEMENT

☐**CURRENT** ☒**PROPOSED**

RPA Number: **HRC0005707**	Classification Title: **Analyst II**	Position Number: **835-704-5393-702**
Incumbent Name:	Working Title: **Analyst II**	Effective Date:
Tenure: **Permanent**	Time Base: **Full-Time**	Intermittent Hours Per Month: **N/A**
Division/Office: **MMLA/E-Waste and Battery Embedded Products Branch**	Section/Unit: **Claims Management Section I /Payment Claims Unit B**	Reporting Location: **1001 I Street, Sacramento, CA 95814**
Supervisor's Name: **Jennifer Sheehan**	Supervisor's Classification: **Supervisor I**	CBID: **R01**
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 direction of the Supervisor I, the Analyst II will perform a wide-variety of the more responsible and complex technical analytical assignments within the Covered Electronic Waste (CEW) Recycling Program, including the following: administering the recycling payment activities of the CEW Recycling Program; taking appropriate compliance and enforcement actions within the CEW Recycling Program to deter false documentation; conducting analyses and evaluations of industry practices, market conditions and operational costs; conducting policy analysis and proposing policy initiatives as the program evolves; formulating procedures; and providing a variety of consultative and analytical duties in the implementation of the Electronic Waste Recycling Act of 2003 (Act). Incumbent will serve as a subject-matter expert, able to provide consultative services to management or others. In addition, the incumbent may serve as a liaison and provide analytical support to other departments who perform supporting roles to the program. This position involves travel throughout the state approximately 10% of the time. The incumbent must have a current California Driver's License and participate in the Department of Moter Vehicles (DMV) Employer Pull Notice Program.

Essential Functions (including percentage of time):

40% Conduct and perform a qualitative and quantitative analysis to administer the CEW Recycler Payment Claim review and approval process, ensuring payment claim accuracy and regulatory compliance. Examine operations and records of program participants to determine if ineligible material has been claimed by verifying transactions, records and supporting documentation for significant inconsistencies and compliance with regulatory requirements. Take applicable compliance actions, such as providing technical support to approved CEW recyclers for payment claim submittals to ensure compliance with CEW Recycling Program regulations. Input all data from the claim submittal into the CEW information system database. Approve/adjust or deny payment claims by providing documented analytical findings from review and data gathered. Prepare final findings and recommendations on Recycler Payment Claims. Make recommendations for appropriate claim adjustments after claim review and analysis to protect the integrity of public funds.

15% Take appropriate enforcement actions to deter fraudulent behaviors, such as developing cases and making referrals for potential administrative civil penalty actions or other appropriate adverse actions due to submittal of false statements or documentation for payment to protect fair business practices and the fiscal integrity of the program.

15% Conduct analyses and evaluation of industry practices and trends in market conditions, material flow, and operational costs. Research and evaluate opportunities for the program to identify barriers, analyze solutions, and implement improvements to the operations and administration of the CEW Recycling Program. Prepare policy and regulatory recommendations necessary for critical program functions, including reform of existing regulations and exploration of potential policy changes for the program.

10% The duties listed below require the incumbent to drive for state business to perform the job tasks. Conduct stakeholder outreach through site visits, meetings, workshops, and trainings. Write site visit reports, meeting and workshop notes, and prepare training documents. Meet with CEW collectors and recyclers to understand business processes and internal material flow control. Establish and maintain effective liaisons with governmental agencies,

environmental groups, and recycling industry organizations by modeling written and oral communication. Provide technical support to CEW Recycling Program participants, including development and evaluation of performance measures from data collected through the CEW information system database.

10% Maintain program information through the CEW information system database, generate reports, analyze independent databases to identify trends in e-waste recovery documentation and uncover fraudulent claims. Use data found to support policy recommendations. Review and recommend improvements to information technology systems used to administer the CEW Recycling Program. Monitor and maintain the CEW Recycling Program website content, including coordination with other related websites to ensure that guidance materials are easily accessible to stakeholders.

5% Implement, assess and improve the CEW Recycler Payment Claim review and approval process by using knowledge and experience of the program regulations and procedures.

Marginal Functions (Including a percentage of the time):

5% Perform consultative and analytical tasks to implement the Act which may include: collecting and analyzing information necessary to revise legislation and circulates final regulations; organizing and presenting stakeholder input to Division and Department Management; prepare program evaluations and work plans; and work on special assignments as needed.

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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