DUTY STATEMENT

☒CURRENT ☐PROPOSED

RPA Number: **HRC0001287**	Classification/CBID: **Environmental Scientist (ES) / R10**	Position Number: **810-172-0762-002**
Incumbent Name:	Working Title:	Effective Date:
Tenure: **Permanent**	Time Base: **Full-Time**	Intermittent Hours Per Month:
Program/Division: **Site Mitigation and Restoration Program**	Branch/Section/Unit: **Northern California San Gabriel Cleanup Branch**	Reporting Location: **Berkeley**
Supervisor's Name: **Bryan Elder**	Supervisor's Classification: **Supervising Hazardous Substance Engineer I**	Position Telework Eligible: ☒YES ☐NO
Confidential Designation: ☐YES ☒NO	Designated Position for COI: ☒YES ☐NO	Position Designated Bilingual: ☐YES ☒NO
Supervision Exercised: ☒None ☐Lead ☐Managerial ☐Supervisory		

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.

Equity Statement

The Department of Toxic Substances Control (DTSC) values diversity, equity, and inclusion throughout the organization. We foster an environment where employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. We believe the diversity of our employees is essential to inspiring innovative solutions. Together we further our mission to protect California's people and environment from harmful effects of toxic substances by restoring contaminated resources, enforcing hazardous waste laws, reducing hazardous waste generation, and encouraging the manufacture of chemically safer products.

Position Description

Under the close supervision (Ranges A), or under general supervision (Range B) or under general direction (Ranges C) of the Supervising Hazardous Substance Engineer I (Unit Chief), in the Site Mitigation and Restoration Program (SMRP), the Environmental Scientist (ES) serves as project manager and oversees all aspects of the more difficult assessment, investigation and/or cleanup of assigned hazardous waste/substance sites and other administrative duties. Specific duties include, but are not limited to:

Essential Functions (Including percentage of time):

35%	**<u>Document Preparation/Analysis</u>** Reviews or prepares technical reports and other documents including, but not limited to: Phase I., Preliminary Endangerment Assessments/Resource Conservation and Recovery Act Facility Assessments, Develops and reviews Site Characterization workplans and reports that document

	site conditions and support technical review, compliance, and cleanup decision-making. Ensures these deliverables provide the necessary information for project managers, legal counsel, management, and regulatory partners to carry out oversight and meet program requirements. Sampling and Analysis Plans, Human Health and Ecological Risk Assessments, pilot and treatability studies, feasibility studies, remedy selection documents, design, implementation, and completion reports, operation and maintenance plans, five-year reviews and long-term monitoring reports for compliance with approved plans. Evaluates scientific data, site conditions, and the potential overall impact to public health and the environment and makes risk management decisions that support selection of remedy and allows integration of the remedy with site development; reviews or prepares cost estimates and coordinates with the other DTSC staff to ensure adequate financial assurance mechanisms are in-place for the selected remedy and long-term operation and maintenance; and designs and participates in discovery projects especially in environmental justice areas, to identify sites that pose a risk to human health and the environment. Research, scopes, and reviews proposals for emerging and green technologies—such as bioremediation, mycoremediation, phytoremediation, nanotechnology, and lifecycle assessment—to support the formal cleanup process. Evaluates these environmentally friendly technologies to ensure they align with the Department's mission and to inform technical decisions on their suitability for site cleanup.
25%	**Project Management** Plans and manages a workload consisting of multiple assignments on projects with sometimes conflicting deadlines to ensure all assignments are completed on time and within budget. Prepares and maintains accurate project schedules to facilitate allocation of resources. Prepares estimates for oversight costs for each assigned project and follows up with the Responsible Parties to ensure payment of invoices of billed activities. Routinely updates and maintains project information on existing sites in DTSC's EnviroStor database, including uploading major milestone documents to EnviroStor on a timely basis. Maintains site files and databases for internal and external use to support assignment tracking, regulatory compliance, and departmental cleanup oversight. Ensures accurate and up-to-date documentation in systems such as EnviroStor so that project information is accessible to legal counsel, management, project managers, staff, external agencies, consultants, and the public. This includes managing records required under State and Federal law and supporting internal processes such as document management, accounting, and timekeeping. Communicates, internally and externally, the status of assignments, recommendations, or issues and prepares clear written documents free of errors in grammar or punctuation. Conducts assignments in a team environment by providing information and coordinating project work with other team members. Participates in team-based decision-making, respectfully resolving disputes, and maintaining an environment of trust.
10%	**Field Activities** Coordinates and conducts on-site oversight of field activities including the collection of field samples, construction of remedies, and remedial system operation and maintenance to ensure compliance with approved plans and applicable health and safety protocols. Performs site inspections to verify compliance with site order or agreement requirements, including compliance with land use covenants.
10%	**Public Outreach** Coordinates with other local, state, and federal regulatory agencies to assure compliance with actions being taken on site projects. Interfaces and coordinates with members of the public, legislators, the regulated community, other agencies, and the media, to provide and explain site information. Prepares or reviews public participation plans, work notices, public notices, and/or fact sheets. Participate in community meetings, workshops, and interviews to address community concerns and to promote transparency of DTSC project decisions. Responds to public inquiries or complaints.
5%	**Research and Compliance** Research internal and external facility and site records and prepare technical summary reports documenting instances of uncontrolled releases of hazardous materials. These reports are used by internal technical teams, project managers, regulatory staff, and other decisionmakers involved

	in site characterization, evaluation, and cleanup activities. Reports may include information such as toxicity levels, contamination extent and depth, contamination spread, and progress or effectiveness of remediation efforts. Identifies responsible parties. Drafts or coordinates preparation of: Corrective Action Order/Agreements; Unilateral Orders; Voluntary Cleanup Agreements; Operation and Maintenance Agreements; Consultative Agreements; and Land Use Covenants. Aids with legal proceedings and participates in negotiations and litigation, as necessary. Prepares California Environmental Quality Act (CEQA)-compliance documents, as needed, for DTSC regulatory decisions. Working in conjunction with the Office of Legal Counsel, identifies, conducts and/or reviews supplemental studies necessary to complete the CEQA-compliance documents.
5%	**Contracts** Assists in the procurement of state contractors and identifies projects eligible for Orphan Site funding or NPL match to support the Department's resource allocation for cleanup activities. This includes determining when a site qualifies as an Orphan Site—such as when no responsible party exists—in order to align funding and resources appropriately; develops cost estimates and tasks to be conducted; prepares CFAs and negotiates site specific contracts; provides necessary documentation to finalize site-specific contracts; prepares work orders/field orders and process invoices; contracts oversight; and closes out site-specific work orders or contracts. Interfaces and coordinates with Budgets and Contracts Unit staff and ensures work complies with DTSC and Department of General Services and, if applicable, federal contracting requirements
5%	**Administrative Duties** Performs administrative duties including, but not limited to adherence to DTSC policies, rules, and procedures; submits administrative requests including leave, overtime, travel, and training in a timely and appropriate manner; accurately reports time in the Daily Log system; and submits time sheets by the due date.
Marginal Functions (Including percentage of time):	
5%	**Other Related Duties** Participates in statewide workgroups/teams to resolve technical and regulatory issues; develops or updates policy and guidance, and/or make recommendations to management on regulatory or policy matters; and make presentations to public forums, public officials, and external public agencies. Other related duties as assigned.
Consequences of Error: (if applicable)	
Typical Physical Conditions/Demands:	
The work typically requires sitting for prolonged periods while reading, writing, typing, and participating in meetings. The position requires bending and stooping. 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 of time. It may be required to stand, bend, squat, reach, grasp and pick up items consistent with office work. The incumbent may be required to lift 20 pounds and occasionally stand, bend, squat, reach, grasp, or kneel for long periods. Potential exposure to toxic or hazardous materials. Use of personal protective equipment may be required.	
Typical Working Conditions:	
Works in multi-story buildings, in a cubicle office setting using a variety of office equipment, e.g., computers, telephones, copiers, etc., with artificial light and temperature control, and attends meetings in similar settings. On an as-needed basis, work outside normal work hours, including evenings and weekends, may be required. A telework schedule may be available (the incumbent will be expected to be available through various platforms throughout the day to communicate on work related activities). The work schedule is Monday through Friday. Travel may be required locally and within the state. If travel is required, it will be by commercial carrier or auto, whichever method is in the best interest of the State. This position will have daily contact with DTSC staff, external state, and federal agencies, and local government representatives, and the public either in person, via email/telephone, or videoconferencing.	

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:

Enrollment in the DMV Pull Program and a valid California Driver's License are required. Maintenance of field certification, 40-hour HAZWOPER, annual DTSC HAZWOPER refresher, biennial first aid/CPR/AED, and defensive driving are also required. Attend meetings, hearings, and work with staff statewide to complete projects and work assignments on a weekly, monthly, or bi-monthly basis depending upon the complexity of project or work assignment. Applies laws, regulations, policies, and procedures governing the management of hazardous waste in California. Analyzes complex regulatory issues and provides sound technical recommendations to management and staff within DTSC. This position also handles sensitive and confidential materials/matters.

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 with 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*.

**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.)*

Do you need reasonable accommodation to perform the essential functions of this position?	☐**YES** ☐**NO**

Employee Name	Employee Signature	Date

HUMAN RESOURCES BRANCH USE ONLY:

☐ Duties meet class specifications and allocation guidelines.
☐ Exceptional allocation, STD 625 on file.
Analyst initials: Click or tap here to enter text. Date Approved: Click or tap to enter a date.
Revision Date (if applicable): Click or tap to enter a date.