DUTY STATEMENT

☐**CURRENT** ☒**PROPOSED**

RPA Number: **HRC0005698**	Classification Title: **Environmental Scientist**	Position Number: **835-838-0762-003**
Incumbent Name:	Working Title: **Environmental Scientist**	Effective Date:
Tenure: **Permanent**	Time Base: **Full-Time**	Intermittent Hours Per Month:
Division/Office: **WPCMD/WEEB**	Section/Unit: **SWES/LEA Evaluation**	Reporting Location: **1001 I Street** **Sacramento, CA**
Supervisor's Name: **Elizabeth Vaughan-Pfand**	Supervisor's Classification: **Senior Environmental Scientist (Supervisory)**	CBID: **R10**
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.

Incumbent:
Classification: Environmental Scientist
Position Number: 835-838-0762-003

Position Description:
Under direction of a Senior Environmental Scientist (Supervisory) in the Local Enforcement Agency (LEA) Evaluation Unit, the Environmental Specialist (ES) will implement the LEA certification program, the LEA, and Tire Enforcement Agency (TEA) evaluation programs, and matters associated with LEA/TEA performance evaluation outcomes related to solid waste/waste tire program implementation. The incumbent will apply basic principles of chemistry, biology, physical and environmental sciences, environmental characteristics of waste materials and solid waste systems related to public health and environmental protection standards. The ES will be required to gather complex data from multiple sources, review, analyze and assess compliance in the areas of solid waste facility permitting, inspection, closure and maintenance of LEA/TEA program requirements and records. The ES will communicate with all levels of local government and CalRecycle management, regarding LEA/TEA evaluation findings, action items and program recommendations necessary to certify an LEA or to bring LEA/TEA programs in line with statutes and regulations. The incumbent will participate in forums, workgroups, and special projects within CalRecycle as related to the LEA Evaluation Unit, Tire Enforcement Section, Financial Resources Section and CalRecycle's overall priorities.

Essential Functions (including percentage of time):

45% Conduct in-depth evaluations of LEA/TEA enforcement program implementation to assure they are effectively carrying out responsibilities in solid waste management oversight within their jurisdictions. Gain and maintain familiarization with all elements of solid waste/ waste tire management and resource recovery to assure enforcement agencies are adequately carrying out their solid waste permit, and solid waste/ waste tire inspection and enforcement programs to safeguard the public health and safety, and the environment. Coordinate the evaluations with other CalRecycle programs. Coordinate the development of workplans for LEA/TEA programs as a result of evaluation findings. Revise information as needed and report results. Maintain informational database regarding evaluations and workplans including timeframes and deadlines.

30% Conduct in-depth review of LEA enforcement program plans to determine regulatory compliance with LEA certification maintenance or TEA grant requirements. Provide technical assistance relating to the submittal of annual updates such as adequacy of staff, technical expertise, budget resources, training, program oversight to ensure non-conflict of interest and all other implementation requirements to maintain LEA certification and TEA grant program eligibility.

20% Assist in the development and implementation of the section, branch and division directives, goals and any related regulatory efforts and priorities. Routinely update appropriate LEA/TEA resources, including databases and training and informational materials. Participate in workgroups and assignments as identified by management.

Marginal Functions (Including a percentage of the time):

5% Testify as either an expert witness or an evaluator of the LEA/TEA to local government and CalRecycle in support of enforcement actions necessary to cause LEA/TEAs to increase their level of performance. Prepare appropriate memorandums, including staff analysis and recommendations, and periodic travel for training purposes or to present at public meetings, LEA Round Tables or Technical Training Series with duration and time variant upon meeting

and facility locations.

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.

The position may occasionally require walking on rough, poorly or non-paved roads/terrain or hike short to moderate distances during site visits. Additional physical traits necessary for occasional field work include sufficient manual dexterity to take notes with pen/pencil, bend, stoop, kneel, and sit or stand for extended periods of time.

The job requires you to read, prepare, review, and inspect a variety of hard-copy and electronic documents and records that contain technical information, often via e-mail. This includes preparing briefing memos and managing databases.

The job requires you to engage in internal and public meetings with staff, management, executives, elected officials, local government officials, industry representatives, and the general public. You must be able to engage in conferences, workshops, and phone conversations to provide laws, regulations, policies, inspections, investigations, advice, assistance, training, and direction to these parties. You must maintain a valid driver's license and the ability to travel (i.e. vehicle and airplane etc.) to conduct state business.

Typical Working Conditions:

This position may be eligible for hybrid telework under Government Code section 14200 for eligible applicants residing in California, subject to the candidate meeting eligibility set forth in the CalEPA telework policy and/or future program need. Employees not residing in California are not eligible for telework. Regardless of telework eligibility, all employees may be required to report to the position's designated headquarters location in Sacramento, at their own expense. The EPA headquarters building offices in downtown Sacramento are well-lit, enclosed, non-windowed office cubicles in a smoke-free environment.

The 40-hour work week schedule is typically dayshift, Monday through Friday. Office and field work includes, on a regular basis, writing and reviewing inspection reports and notices, contact with the regulated community by way of in-person, phone and video conferencing, preparation and review of other documents and internet research. Overnight travel may be required locally and within the state. The job occasionally requires you to perform field inspections, hear vehicles and alarms or other audible signals of possible risk.

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:

Must have and maintain a valid California Driver's License.

Must have and maintain a REAL ID (compliant license or acceptable alternative form of identification) to be able to pass through TSA security checkpoints for required domestic flying.

Must be able to occasionally travel (via airplane or car etc.) to conduct State business. The position may occasionally require walking on rough, poorly or non-paved roads/terrain or hike short to moderate distances during site visits. Additional physical traits necessary for occasional field work include sufficient manual dexterity to take notes with pen/pencil, bend, stoop, kneel, and sit or stand for extended periods of time.

Incumbent:
Classification: Environmental Scientist
Position Number: 835-838-0762-003

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