DUTY STATEMENT

☐CURRENT ☒PROPOSED

RPA Number: **HRC0001359**	Classification/CBID: **Supervisor II/S01**	Position Number: **810-910-4801-001**
Incumbent Name:	Working Title: **Branch Manager**	Effective Date:
Tenure: **Permanent**	Time Base: **Full Time**	Intermittent Hours Per Month:
Program/Division: **HWMP/Statewide Policy Division**	Branch/Section/Unit: **Data Systems**	Reporting Location: **Headquarters**
Supervisor's Name:	Supervisor's Classification: **Division Chief (CEA)**	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 general direction of the Statewide Planning Division Chief, the Supervisor II provides program management and technical direction in the oversight and administration of DTSC's data management systems related to hazardous waste management. The Supervisor II is responsible for the overall planning, organizing, direction, maintenance, and management of the Data Systems Branch in the Hazardous Waste Management Program (HWMP).

Essential Functions (Including percentage of time):

30%	**Branch Oversight** Oversees and provides direction to professional staff in the Data Systems Branch (Branch) to ensure they provide the services required of the Branch, including, but not limited to: collect, validate, analyze, and disseminate high quality hazardous waste tracking data necessary to

	ensure compliance with hazardous waste control laws and regulations, including making and executing recommendations on systemwide improvements to improve usability and streamline reporting requirements. Provides direction to the Handler Reporting and Processing Unit (HRPU), which is the administrator of the Hazardous Waste Tracking System, Transporter Quarterly Report system, and RCRAInfo system, and is responsible for providing technical assistance and interpretive guidance for these systems, transporter registration, and EPA identification number issues to ensure advice provided to regulated businesses and the public is accurate, timely, and communicated clearly and effectively. Provides direction to the Manifest Management Unit, which provides guidance on the implementation of the annual electronic verification questionnaire (eVQ), including consultation with the Financial Planning Program and others in HWMP on system enhancements to support data collection, enforcement, and penalty assessments, and ensure work flows are implemented to support manifest corrections and fees collection in support of hazardous waste tracking data fidelity. Provides direction to the Telephone Information Center Unit, which assists the public by answering and responding to phones calls and various email boxes, processes EPA identification applications, including issuing, denying, and deactivating, as appropriate, verify forms for accuracy and in compliance with state and federal law, and collaborates with other units within the Branch. Guides Branch supervisors and staff in collaborating with the Office of Environmental Information Management (OEIM) to enhance and develop data standards and processes to effectively operate the systems that support the work of the Branch and HWMP; ensure units monitor data integrity and adhere to established data management protocols in accordance with Department policies.
15%	**Performance Management** Directs the development of performance measures, assesses results and outcomes as part of efforts to establish a performance-based management system. Prepares and updates strategic plans and resource budget projections, manages resource allocation consistent with the program's budget and evaluates work outputs, procedures, and work plans for consistency with desired outcomes and performance goals. Provides critical review and feedback on the content of work performed and documents prepared by staff of various classifications within the Data Systems Branch to ensure that the information relied upon, and the recommendations being offered, are credible and in alignment with statutory and regulatory provisions and intentions, and Department strategic goal objectives. Reviews and analyzes legislation to assess the policy and fiscal effects on DTSC's HWMP and review rulemaking packages prepared by the units to ensure conformance with the Administrative Procedures Act and conformance with federal law to ensure consistent application in support of DTSC's RCRA Authorized program.
15%	**Recommendations and Improvements** Evaluates work outputs, procedures, and work plans and identifies opportunities for operational improvements to the service provided by the Data Systems Branch in support of broader HWMP goals and initiatives. Direct the preparation of the reporting systems requirements assessment through the units within the Branch, incorporating feedback received during outreach with impacted stakeholders, and prepare recommendations on streamlining reporting requirements for DTSC Executive Leadership. Guide the implementation of streamlined reporting systems in coordination with OEIM that aim to reduce duplicative reporting and fill data gaps identified by HWMP's triennial Hazardous Waste Management planning efforts. Implements or directs the implementation of those operational improvements or makes recommendations to the Division Chief and Executive Leadership. Coordinate with the other Branches within the Statewide Planning Division to ensure maintenance of the RCRA Authorized program and effective implementation of statutory and regulatory provisions related to the Data Systems Branch.
15%	**Personnel Management** Provides regular and timely written performance appraisals to the Data Systems Branch supervisors and staff, as applicable. Reviews and approves Data Systems Branch supervisory and staff timesheets (as necessary) and requests for time off. Counsels staff and initiates corrective and disciplinary actions, as necessary. Provides leadership to the Data Systems Branch and ensures equal employment opportunity in hiring, employee development, and promotion. Identifies long-range plans and goals to address succession planning and knowledge

	transfer.
10%	**Communication, Outreach, and Transparency** Ensures the work of the Data Systems Branch meets the communication, outreach, and transparency goals of the Department and that impacted stakeholders and community groups and advocates are informed of anticipated process changes and regulatory change efforts. Ensures interested stakeholders, including other governmental agencies (federal, state, and local), regulated businesses, community, environmental, and industry advocacy groups, and the general public are made aware of the activities of the Branch and are provided opportunities to participate in any recommendations being developed or decisions being made. Provide guidance to units within the Branch on continuous enhancement of reporting systems to ensure improved user experience based on user and stakeholder feedback.
Marginal Functions (Including percentage of time):	
10%	**DTSC Representation** Represents DTSC in meetings and makes presentations to gatherings hosted by other governmental entities including U.S. EPA, industry groups, community, or environmental groups. Serves on committees, special teams, and/or task forces, or serves as a DTSC liaison to other federal, state, or local governmental agencies and organizations at the direction of the Division Chief or Deputy Director.
5%	**Other Related Duties** Performs other related duties including, but not limited to: attends job-related training as required, attends job-related meetings, and may act as back up to the Division Chief of the Statewide Planning Division or Deputy Director of HWMP. Ensures the Branch adheres to relevant document and record management policies and maintenance in accordance with the approved records retention schedule.

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 35 pounds and occasionally stand, bend, squat, reach, grasp, or kneel for long periods.

Typical Working Conditions:

Works in multi-story building, 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.

The incumbent must have the ability to: establish and maintain project priorities and to develop and effectively utilize all available resources; work under tight deadlines, and work under changing priorities and deadlines; establish and maintain cooperative working relationships and effectively communicate with persons at all levels both inside and outside DTSC to complete work assignments; exhibit courteous behavior towards coworkers and the public at all times; handle difficult interactions with others with tact and diplomacy; use various computer software programs, including Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, and Teams), Adobe products (PDF), daily log, and EnviroStor.

Failure to provide clear expectations, priorities and open communication on staff assignments will lead to unmet deliverables, wasted resources, and low staff morale. Failure to provide review of priority staff assignments and to provide feedback on the reasoning, logic, and regulatory/statutory interpretations to reach a conclusion on HWMP requirements and policies to internal and external stakeholders may lead to inappropriate or erroneous policy or procedure development and to inaccurate information disseminated to the regulated community and stakeholders, which could erode the Department's credibility and result in costly repercussions.

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:

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 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.)*

Do you need a 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: SB Date Approved: 10/2/2026

Revision Date (if applicable): Click or tap to enter a date.