DUTY STATEMENT

☒CURRENT ☐PROPOSED

RPA Number: **HRC0001363**	Classification/CBID: **Senior Environmental Scientist (Supervisory) / S01**	Position Number: **810-911-0764-002**
Incumbent Name:	Working Title:	Effective Date:
Tenure: **Permanent**	Time Base: **Full-Time**	Intermittent Hours Per Month:
Program/Division: **Hazardous Waste Management Program / Enforcement and Emergency Response Division**	Branch/Section/Unit: **Enforcement Performance Management Branch / EPMU 2 Unit**	Reporting Location: **Sacramento Regional Office**
Supervisor's Name: **Swai Ratsamythong**	Supervisor's Classification: **Environmental Program Manager 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 supervision of an Environmental Program Manager I (Supervisory) in the Enforcement Performance Management Branch, within the Enforcement and Emergency Response Division (EERD) of the Hazardous Waste Management Program (HWMP), the Senior Environmental Scientist (Supervisory) is responsible for managing Cal Center Unit staff that: conduct inspections and enforcement; implement and monitor the Violations Scoring Procedure (VSP) scoring regulations; develop, implement and monitor division-wide program improvement projects and reporting systems; and develop, implement, and monitor the Inspector Training Program and statewide policies, and procedures. Specific duties include, but are not limited to, the following:

Essential Functions (Including percentage of time):

30%	**Hazardous Waste Permit Violation Scoring, Workload Standards and Performance Measures** Monitors conducting VSP scoring of treatment, storage, or disposal facilities (TSDF) holding DTSC hazardous waste facility permits. Ensures that all TSDF violation scoring is conducted pursuant applicable regulations and established processes. Coordinates with other programs, including EERD regional offices, the Permitting Division, the Office of Criminal Investigations, and the Office of Legal Counsel, to share relevant facility and inspection information, obtain programmatic or legal input, and support consistent, timely responses to complex compliance and enforcement matters. Oversees the Inspector Training Program working with staff to develop, deliver and track technical inspection and enforcement trainings, support and initiate program improvement projects, and develop workload standards for consistency with DTSC priorities, policies and goals. Oversees the development, implementation and monitoring of key performance measures, including but not limited to inspection, investigation, enforcement and training activities, to meet USEPA RCRA Grant deliverables, the DTSC strategic plans' goals, Board of Environmental Safety metrics for HWMP, and the Director's Priorities. Oversees the implementation and continual improvement of inspection related field tablet software using ArcGIS Survey 123 and other enforcement program improvements.
20%	**Personnel Management** Develops and tracks Annual Work Plan (AWP) project milestones for unit staff. Identifies staff resource needs including equipment, tools, and training for success in implementing the AWP. Works with the Branch Chief to obtain necessary resources within allotted budget constraints. Plans, organizes, directs, and provides supervisory review of the work performed in the Cal Center Unit for accuracy and completeness. Provides regular and timely written performance appraisals to staff. Counsels staff and initiates disciplinary actions, as necessary. Recruits, hires, trains, develops, and provides leadership to staff. Complies with state and federal laws, rules, regulations, bargaining unit contracts and policies in all personnel practices, including, but not limited to: hiring, employee development and management. Identifies appropriate long-range plans and goals to address succession planning and knowledge transfer.
15%	**Inspection and Investigation Management** Plans, organizes, schedules, directs and evaluates the work of staff that perform inspection and enforcement related work, including but not limited to: Inspections of hazardous waste generators, metal recyclers, metal shredders, transporters, electronic waste handlers, handlers of certain products with hazardous materials, and treatment, storage, and disposal facilities to determine compliance with hazardous waste control laws and regulations; investigate complaints of alleged illegal hazardous waste activities; prepares written inspection reports, summaries of violations, administrative enforcement orders, affidavits for obtaining inspection or search warrants and statements of facts with detailed descriptions of defendants' alleged violations for enforcement referral to DTSC's Office of Legal Affairs, the Office of the Attorney General, or the local City and/or County District agency staff; maintain and review project files for inspection and enforcement projects to allow for appropriate public access while maintaining required confidentiality; inspection, investigation, and enforcement data entered into the EnviroStor Inspection, Complaint and Enforcement database for completeness, accuracy, and timeliness; completes other program data and reporting requirements necessary for program implementation and management.
10%	**Enforcement Related Activities and Management** Conducts settlement negotiations of enforcement cases and, when necessary, represent DTSC in the pursuit of administrative, civil, and criminal enforcement actions. Works with staff to prepare penalty matrices and rationale for evaluation and ultimately for enforcement referral to DTSC's Office of Legal Affairs, the Office of the Attorney General, or the local City and/or County District Attorney, as necessary. Coordinates case development with prosecuting attorneys and related agency staff. Testifies in court as a percipient or expert witness. Prepares and processes consent orders for settling administrative enforcement actions. Prepares final legal enforcement referrals and administrative orders for violations of state statutes, regulations, and permit requirements.

10%	**Inspection/Enforcement Policy, Procedures and Guidance** Reviews, comments on, analyzes and/or prepares departmental guidance, policies and procedures, regulations, and statutory language, as required. Ensures a high level of coordination and communication with all related programs, entities, and staff to maximize consistency statewide. Provides guidance and training to staff on new policies and procedures.
5%	**Administrative Duties** Performs administrative duties including, but not limited to: adheres to departmental 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 timesheets by the due date.

Marginal Functions (Including percentage of time):

5%	**Regulatory and Legislative Assistance** Reviews and comments on regulatory packages and legislation. Responds to informal requests from the public and press for information related to EERD work. Provides technical support, as needed, to other DTSC Programs and agencies.
5%	**Other Related Supervisory Duties** Other related duties include, but are not limited to: interagency workgroup and/or team participation, participation in public meetings, policy development, training, recruitment, and special projects related to the branch. Reviews EERD reporting requirements to ensure they are prepared and submitted in a timely manner. Attends job-related departmental meetings. Attends training, as required. Coordination and communication with federal, state, and local agencies throughout the state is also a key function of this position.

Consequences of Error: (if applicable)

Typical Physical Conditions/Demands:

The job requires extensive use of a personal computer and the ability to sit/stand at a desk, utilize typical office equipment including, but not limited to, telecommunications equipment, photocopiers, and fax machines. The Senior Environmental Scientist (Supervisory) is in frequent contact with internal and external stakeholders via telephone, videoconferencing, and electronic mail.

This is a field inspection position. Personal safety awareness is critical and adhering to DTSC health and safety policies and procedures is required.

The Senior Environmental Scientist (Supervisory) completes and maintains Hazardous Waste Operations and Emergency Response (HAZWOPER) certification to perform field work, which includes the initial 40-hour HAZWOPER required training and annual 8-hour HAZWOPER refresher classes. The Senior Environmental Scientist (Supervisory) wears personal protective equipment including a self-contained breathing apparatus and/or an air purifying respirator and is able to wear equipment weighing as much as 30 pounds. The Senior Environmental Scientist (Supervisory) maintains compliance with all the Health and Safety field work certification.

The Senior Environmental Scientist (Supervisory) travels on short notice, overnight and for multiple days and gets to their duty station (e.g., facility to be inspected) independently. Enrollment in the DMV Pull Program and a valid California Driver's License are required. Driving to sites and off-site meetings is required. If travel is required, it will be by State owned vehicle or a commercial carrier or vehicle, whichever method is in the best interest of the State. The Senior Environmental Scientist (Supervisory) may be required to work in situations which have the potential for exposure to hazardous substances and/or hazardous waste. The Senior Environmental Scientist (Supervisory) may be required to conduct field work in rough and uneven terrain.

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.

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: mv Date Approved: 11/5/2026

Revision Date (if applicable): 11/5/2026