DUTY STATEMENT

☒CURRENT ☐PROPOSED

RPA Number: **HRC0001375**	Classification/CBID: **Senior Environmental Scientist (Supervisory) / S10**	Position Number: **810-913-0764-002**
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: **Chatsworth Enforcement Branch / Chatsworth 1 Unit**	Reporting Location: **Chatsworth**
Supervisor's Name: **Beatris Karaoglanyan**	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

The Enforcement and Emergency Response Division (EERD) is responsible for conducting inspections, investigations and enforcement activities related to hazardous waste management and providing technical and enforcement support to federal, state, local agencies, and the regulated community involved with these activities. Under the direction of the Environmental Program Manager I (Supervisory), Chatsworth Branch, EERD, the Senior Environmental Scientist (Supervisory) serves as the first line supervisor to staff in the Branch. Specific duties include, but are not limited to, the following:

Essential Functions (Including percentage of time):	
35%	**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, 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. Investigates complaints of alleged illegal hazardous waste activities. Coordinates and conducts joint and/or multi-media inspections with federal and other state and local agencies. Investigates and evaluates voluntary self-disclosures against the California Environmental Protection Agency's (Cal/EPA) voluntary disclosure guidelines and provide technical support to businesses that self-disclose violations. 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 Count District agency staff. Reviews and evaluates draft hazardous waste facility permits, operation plans and proposed permit modifications to ensure the documents are complete, technically sound, enforceable with hazardous waste laws and regulations, and are written in a clear, concise style; maintains and reviews project files for inspection and enforcement projects to allow for appropriate public access while maintaining required confidentiality; inputs inspection, investigation, and enforcement information into the EnviroStor Inspection, Complaint and Enforcement database as it occurs in a timely fashion, and completes other program data and reporting requirements necessary for program implementation and management. Ensures that results of staff inspections, complaint investigations, and enforcement actions are entered into the EnviroStor database accurately and in a timely fashion.
25%	**Enforcement Related Activities Management** Conducts settlement negotiations of enforcement cases and, when necessary, represents 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. 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.
25%	**Program and Personnel Management** Ensures the working environment and conditions of staff are in accordance with DTSC's policies and procedures and takes immediate action to rectify situations when necessary; compliance with Equal Employment Opportunity Program policies, procedures, laws and regulations; and staff compliance with the health and safety requirements before they can perform field activities; develops and tracks Annual Work Plan (AWP) project milestones for unit staff; develops and periodically updates staff duty statements; ensures staff timesheets and daily logs are accurately completed and submitted in a timely manner; plans, organizes, directs, and provides managerial review of the work performed by staff in the Chatsworth Office; 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; ensures equal opportunity in hiring, employee development and promotion; 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; identifies staff resource needs including equipment, tools and training; works with the Environmental Program Manager I (Supervisory) to obtain the resources and operates within allotted budget constraints; accompanies staff on site inspections and provides guidance of field work related to CUPA evaluations, inspections and complaint investigations.

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 Assistance** Directs, reviews, and provides feedback to staff who provide regulatory assistance to facilities regulated under state and federal hazardous waste laws and regulations and supervises the preparation of responses to the most complex inquiries from the public, industry and the legislature about current hazardous waste management regulatory issues. Participates in DTSC workgroups developing regulatory packages that are technically sound and prepared in a clear, concise style. Directs, reviews, and provides feedback to staff that review and comment on regulatory packages, participates in public hearings on proposed regulations and reviews and responds to public comments generated from public hearings.
5%	**Other Related Supervisory Duties** Other related duties include but are not limited to: Reviews and comments on departmental guidance, policies and procedures. Reviews weekly highlights and other EERD reporting requirements to ensure they are prepared and submitted in a timely manner. Coordinates with other unit supervisors throughout the branch and program to develop and maintain consistent policies, procedures, and specifications; interagency workgroup and/or team participation, participation in public meetings, policy development, training, recruitment, and special projects related to the branch. Attends job-related departmental meetings. Attends job-related training as needed.

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. Personal safety awareness is critical and adhering to DTSC health and safety policies and procedures is required. Physical labor is generally limited to those very rare occasions when the Senior Environmental Scientist (Supervisory) may be involved in field work. The Senior Environmental Scientist (Supervisory) completes and maintains Hazardous Waste Operations and Emergency Response (HAZWOPER) certification, 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:

The incumbent should possess excellent leadership, supervisory, written, and verbal communication skills in order to effectively communicate information, direct and coordinate with staff at all levels both within and outside of DTSC, establish cooperative working relationships and successfully enable the department's strategic objectives. The incumbent must act with a high degree of independence in day-to-day functions. The incumbent must identify and respond to current and future customer needs, provide excellent customer service, be skilled in conflict management and in dealing with difficult people, have independence of judgment, and maintain confidentiality. The incumbent should be familiar with common computer software, have the ability to manage and utilize electronic data, and the ability to be flexible and objective. The incumbent should have knowledge of California Health & Safety Code, Title 22 and pertinent Regulations; Enforcement and Emergency Response Division policies and procedures; principles of supervision, staff development, performance evaluation, program management, and personnel administration, including a supervisor's role in the Equal Employment Opportunity Program; methods and techniques of effective leadership, strategic planning development, implementation, and evaluation, including performance measurement; change management; California's legislative, budget, and general administrative processes; DTSC's major program areas and evolving mission; major hazardous substances used in California industries, hazardous waste stream characteristics (including current and future management options), Green Chemistry, Pollution Prevention, emerging health issues, and sophisticated scientific research techniques; hazardous waste treatment and disposal methods, resource recovery, and regulatory requirements for safe handling of hazardous wastes (e.g., tank system requirements).

The incumbent should have the ability to effectively research, interpret, and apply laws, regulations, technical guidance, and proposed regulations; analyze complex data and reason logically to reach accurate and defendable conclusions and recommendations to stakeholders both within and outside DTSC; analyze complex regulatory issues and provide sound recommendations and/or feedback to management within DTSC; take effective action and develop solutions and alternate plans of action; establish and maintain cooperative relations with state, federal and local agencies, and the regulated community; maintain confidentiality in handling enforcement actions and other confidential matters; prepare clear, complete, grammatically correct, and technically accurate reports and other documents; effectively communicate information both orally and in writing; plan, lead, and facilitate meetings; lead a team with varying technical backgrounds and representing several regional office.

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: 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.