DUTY STATEMENT

☐CURRENT ☒PROPOSED

RPA Number: **HRC0001390**	Classification/CBID: **Analyst III/R01**	Position Number: **810-522-5402-001**
Incumbent Name: **Vacant**	Working Title:	Effective Date:
Tenure: **Permanent**	Time Base: **Full Time**	Intermittent Hours Per Month:
Program/Division: **Site Mitigation and Restoration Program**	Branch/Section/Unit: **Deputy Director Office**	Reporting Location: **Berkeley**
Supervisor's Name: **Thanne Berg**	Supervisor's Classification: **Deputy Director**	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 Deputy Director, Analyst III is responsible for varied and complex administrative and analytical aspects of site cleanup project management, cost recovery, enforcement, program performance, reporting, and strategic planning. Specific duties include, but are not limited to:

Essential Functions (Including percentage of time):

30%	**<u>Research and Analysis</u>** Conducts research on administrative, technical, and policy issues related to the cleanup program to provide data and analysis that will inform and assist the Deputy Director's (DD) with decision-making. Independently gathers and analyzes data, and develops briefs, white papers, and PowerPoint presentations to document and present the results of research activities to the DD which will inform and assist the DD's with decision-making. Assists the DD with the preparation and implementation of the Program Strategic and Operating Plans by

	tracking specific tasks required under the plans, performing research as needed to evaluate progress, identifying problems early, and making recommendations to improve the projects and implementation of the plans. Tracks and provides reports to the DD on the progress of key performance indicators and metrics as established by the DD and Director. Assists with responding to inquiries and other reporting tasks from Executive Staff, CalEPA, Legislative Staff, the Board of Environmental Safety, and the public. Develop talking points for the DD and DTSC Director on Program issues for internal and external presentations and high-level meetings.
25%	**Program Evaluation, Reporting, and Metrics** Research and provides analysis to the DD with correct, up-to-date, and easy to understand information to carry out the mission-critical goals of DTSC. Provides information as requested by the DD for operational decision-making purposes on a variety of topics relative to SMRP utilizing EnviroStor and SharePoint data. Relative to the DTSC Strategic Plan and the SMRP Operation Plans, provides research, analytical, communication and administrative support in a wide variety of consultative and analytical staff services assignments such as program evaluation and planning, and performance measures/workload tracking to ensure that established goals are on schedule. Assists Branch and Division Chiefs developing strategic analyses to evaluate SMRP training, staffing, and resource needs to improve workforce development. Works with the Branch Chiefs and Unit Chiefs to review and provide recommendations on legislation, regulations, and budget change proposals related to, and that may affect, SMRP and contaminated site cleanup processes, as needed. Provides administrative assistance and analysis on various high priority assignments such as strategic planning. Provides workplan analysis and prepares recommendations for DTSC management using Lean Process Improvement concepts. Tracks established program metrics as outlined in the Operation Plans for the Program and develop and implement a reporting system for all metrics and related information.
25%	**Tracking and Report Development** Conducts various management tracking and data gathering activities including, but not limited to, Program performance, budgeting, cost recovery and enforcement, and project scheduling for inward and outward facing reports makes recommendation to the DD. Analyzes and interprets data and provides results and recommendations to Program executive management. Generates periodic scheduled management reports to monitor Program effectiveness in managing project timelines, budgets, annual workplan commitments, billable goals, workload distribution, metrics, cost recovery, and various other tracking activities.
10%	**Program Liaison with the DTSC Chief of Staff regarding Board of Environmental Safety Requests** Coordinates with the Director's Chief of Staff on all activities related to the Board of Environmental Safety (Board) including: fielding requests for information, reports, presentations from the Board; identifying and working with the offices within SMRP to provide relevant information to respond to Board requests; consolidating responses into a comprehensive response as necessary; reviewing work product provided by SMRP offices to ensure consistency, accuracy and clarity; and tracking requests and delivering work products to DD for review prior to the deadline. Provide talking points to DD as necessary for presentations to the Board.
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. Serves as the Out-of-State Travel (OST) liaison for the DD. Proofread work product for grammatical and factual accuracy. Special projects assigned and any other administrative support as necessary.
Marginal Functions (Including percentage of time):	
5%	**Other Related Duties** Other related duties include but are not limited to directs and reviews the preparation of information and reports required by the legislature; coordinates and participates in meetings,

	hearings, and workshops, and preparing and maintaining documentation for said meetings. Performs other special projects, such as Budget Change Proposals, performance measure data reports/summaries, presentations, 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 10 pounds and occasionally stand, bend, squat, reach, grasp, or kneel for long periods.

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:

Requirements: Database knowledge and the ability to use database programs such as Microsoft Access. Proficiency with Microsoft Office Suite programs, i.e., Excel, PowerPoint, Word; ability to research, analyze, and interpret data to assist Division Management in project tracking and reporting; strong writing and editing skills, and the ability to present ideas, develop solutions, and effectively communicate information verbally, graphically and in writing; ability to develop and maintain collaborative working relationships with management, staff and clients; ability to complete assigned work, review for accuracy and maintain confidential data. 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.