DUTY STATEMENT

☒CURRENT ☐PROPOSED

RPA Number: **HRC0001403**	Classification/CBID: **Sup Hazardous Substances Engineer I/S09**	Position Number: **810-591-3724-045**
Incumbent Name:	Working Title: **Stringfellow OMM Unit Chief**	Effective Date:
Tenure: **Permanent**	Time Base: **Full-Time**	Intermittent Hours Per Month:
Program/Division: **Site Mitigation and Restoration Program**	Branch/Section/Unit: **Legacy Landfills**	Reporting Location: **Sacramento**
Supervisor's Name: **Angela Singh**	Supervisor's Classification: **Environmental Program Manager I EPM I (Sup)**	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 the Environmental Program Manager I (Branch Chief) of the Legacy Landfills Office (LLO), the Supervising Hazardous Substances Engineer I (Sup HSE I) supervises and directs the work of site engineers/project managers of various engineering and scientific disciplines. Ensures that Cleanup Program goals and objectives are met and that decisions are technically sound, innovative, consistent with Department of Toxic Substances Control (DTSC) goals and procedures, and protective of public health and the environment. Specific duties include, but are not limited to:

Essential Functions (Including percentage of time):

35%	**<u>Supervision and Personnel Management</u>** Provides technical direction and training to staff who oversee environmental investigations and cleanup activities at properties where hazardous materials, substances or waste were released into

	the environment. Provides guidance on staff's review of submitted documents, field work oversight, regulatory decision-making, and communication with responsible parties, project proponents, external agencies, and the public. Utilizes high-level technical skills to oversee investigation and cleanup of property with hazardous materials and contaminated groundwater problems. Oversees and assists staff in evaluating appropriate sampling and mitigation techniques based on accepted engineering principles and practices. Provides engineering analysis and conceptual engineering design guidance for remediation technologies and the selection of the best remedial alternative, participates in project meetings related to project specific issues, negotiations with responsible parties and/or project proponents, and settlement meetings. Monitors staff's review of documents for compliance with applicable standards and requirements, directs oversight of field work consistent with DTSC approved workplans, and plans remediation work to meet federal and state standards with primary focus on the operation and maintenance of the Stringfellow Superfund site. Takes a lead role in allocating fiscal resources, contract procurement, and contract management. Ensures operation of existing facilities meet all regulatory requirements, evaluates future requirements, and plans to achieve compliance with forthcoming requirements. Plans, organizes, directs, and provides managerial review of the work performed in LLO. Provides regular and timely written performance appraisals for staff. Counsels staff and initiate 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.
25%	**Performance Measures** Develops and updates work plans, schedules, commitments, and monitors program activities, in conjunction with the Branch Chief, to facilitate program performance goals, performance measures, and schedules are met. Verifies that EnviroStor data is accurate and up-to-date, reviews EnviroStor commitments monthly and ensures the accurate preparation of tracking reports. Works with staff to develop remediation schedules and milestones for assigned projects; meets with staff to review the progress of remediation work; provides regulatory and policy directions to staff's remediation decisions; and assists in the resolution of technical issues impeding work progress, when necessary.
20%	**Staff Development** Monitors completion of personnel, general reporting, and tracking documents. Oversees staff to ensure that DTSC's Health and Safety policy is being properly adhered to. Consults with, and makes recommendations to, the Branch Chief regarding personnel matters, engineering and technical issues, and work assignments. Provides guidance and training to staff regarding acceptable engineering principles and practices, and technical and safety matters.
10%	**Representative** Represents DTSC before federal, state, and local agencies, elected officials, communities, and stakeholders who have an interest in the remediation and reuse of contaminated properties. Establishes and maintains liaison with local environmental and land use agencies on complex site issues. Plans and conduct public outreach to local agencies and stakeholders on Brownfields cleanup, redevelopment opportunities, and corrective action under the jurisdiction of DTSC.
5%	**Administrative Duties** Performs administrative duties including, but not limited to adheres 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 timesheets by the due date.
Marginal Functions (Including percentage of time):	
5%	**Other Related Duties** Serves as technical spokesperson and represents DTSC at meetings with federal, state, and local agencies, public officials, and the public, dealing with the various aspects of hazardous substances management as it relates to environmental investigation and cleanup process and/or site-specific projects. Participates in statewide workgroups that develop guidance, policy, laws and regulations, and other actions related to DTSC's role in the remediation of contaminated sites. Other duties as

	required.

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 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 transport office equipment or boxes with the use of a hand truck or pushcart. The incumbent may be required to lift up to 30 pounds and occasionally stand, bend, squat, reach, grasp, or kneel for long periods.

Typical Working Conditions:

The incumbent works up to 40 hours per week, Monday through Friday, in an office setting with artificial and natural light and temperature control and attends meetings in similar settings. A telework schedule is 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. Occasional travel may be required in single-day increments to downtown Sacramento or to vendor locations. If travel is required, it will be by commercial carrier or auto, whichever method is in the best interest of the State.

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:

Maintenance of field certification, current annual medical monitoring, 40-hour HAZWOPER, annual DTSC HAZWOPER refresher, biennial first aid/CPR, and defensive driving is required. Enrollment in the DMV Pull Program is required. Attend meetings, hearings, and work with staff statewide to complete projects and work assignments on a weekly, monthly, or bi-monthly basis depending upon complexity of project or work assignment. Applies laws, regulations, policies, and procedures governing the management of hazardous waste in California. Analyzes complex regulatory issues and provides sound technical recommendations to management and staff within DTSC. This position also handles sensitive and confidential materials/matters.

Ability to: Establish cooperative working relationships within and outside DTSC; analyze complex research findings and explain them to all staff levels within and outside state services; reason logically to analyze scientific data and to develop defendable conclusions; and present and defend findings before governmental bodies, scientific organizations, special interest groups and communities.

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:

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