



## DUTY STATEMENT

**Classification:** Environmental Scientist

**Position Number:** 835-131-0762- 001

**Division/Office/Section:** Office of Policy Development & Analysis/Knowledge Integration Section

**Location:** 801 K Street, Sacramento, CA

**Effective Date:** April 1, 2015

**Employee's Name:**

**Supervision Exercised:**  Yes  No

**Supervisor's Name:**

**Collective Bargaining Identifier (CBID):** R 10

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.

### POSITION DESCRIPTION:

Under the general direction of the unit supervisor, in the Knowledge Integration Section (KIS) within the Office of Policy Development & Analysis, the incumbent performs professional scientific and complex technical work to enable the Policy Office to function as CalRecycle's data gathering arm, policy analysis/development nexus, and information clearinghouse. The incumbent protects the public health and safety and the environment through the application of sound science and strong policy development across all program and policy areas within CalRecycle, including the areas of waste prevention, waste diversion, recycling, safe waste processing and disposal of solid waste. The incumbent organizes and conducts policy workshops to explore the issues, formulate new policy options, generate consensus (to the extent possible), and move selected CalRecycle policies forward. The incumbent researches, analyzes, integrates, and presents knowledge on the relative benefits and impacts of different integrated waste management laws, policies, initiatives, strategies and activities to develop and promote effective integrated waste management policies and support science-based decision making. The position also may require travel up to 5% of the time to fulfill field duties.

### ESSENTIAL FUNCTIONS

**45%** Plan, organize, and carry out scientific research on integrated waste management issues to improve CalRecycle's knowledgebase, and ensure CalRecycle has a solid foundation to act proactively and confidently across the entire range of CalRecycle initiatives. Conduct basic and applied scientific research on single, multiple or synergistic aspects of solid waste management & the entire range of material types, flows, facilities, programs, initiatives, legislative proposals and policy options open to CalRecycle. Apply and modify scientific methods, (using effective research alternatives) such as Scientific studies, Waste characterization studies, Waste generator studies and sampling, Gate survey techniques, gathering data in the field at locations throughout California, Investigatory methods, Targeted assessments, Scientific literature reviews, Internet and telephone surveys, Data mining, Spatial analyses, and health and safety protocols for field work. Collection of scientific and environmental data; Legislative and regulatory processes; Agency programs and responsibilities; Standards, goals and mandates as well as associated implementation measures. Develop and maintain cooperative relationships with our stakeholders who are key sources of data, information and policy drivers (such as, CalRecycle staff, experts and management; environmental advocates; Industry lobbyists; program implementers in the public and private sectors; and other governmental agencies at the Federal, state and local level; the business community; and the general public). Manage research projects effectively and efficiently to yield needed scientifically valid data within project deadlines.

Conduct policy analysis and development efforts on CalRecycle topics (such as disposal/recycling facility infrastructure needs and capacities, recycling program strategies and funding options, and material life cycles and new technology options) for potential alternatives and the synergy with other policy areas. Prepare white papers or presentation materials to elucidate topics and develop meaningful discussions. Conduct stakeholder policy workshops to identify different perspectives and additional complexities, present alternatives and recommendations, gather feedback and synthesize new policy options. Develop new policy options and new directions for consideration by the Section Manager, Policy Office Chief and Department Director. Lead or collaborate with efforts as new policy directions are implemented through legislative, regulatory or program implementation efforts in the Policy Office or by the line divisions within CalRecycle.

- 25%** Develop scientifically defensible information through rigorous scientific fact-finding, data analyses, and synthesis into accurate, meaningful and integrated knowledge to support science-based decision making and policy development. Apply scientific methods and principles in reviewing and critically analyzing the results of scientific research and technical studies conducted by KIS. Objectively evaluate the veracity, validity, objectives, accuracy and appropriateness of data sources and any stated conclusions or recommendations made in: Current or prior KIS research; Other internal CalRecycle sources; Scientific journals; trade publications, documents & CalRecycle publications; Experts and expert testimony; Searchable databases (freely available or access-fee driven); and Stakeholder input and public comments. Analyze, synthesize, integrate and transform scientific and technical data from all sources into scientifically & politically defensible, powerful knowledge. Draw sound conclusions and recommend action that will further CalRecycle's vision and lead to more recycling and less disposal by strengthening CalRecycle programs, policies and initiatives, in areas such as local planning & program implementation, integrated waste management strategies, Markets for recycled materials, & the disposal and recycling infrastructure, their environmental practices and impacts. Analyze data consistent with best scientific practices, objectively, creatively & effectively to yield meaningful, useful results within critical deadlines.
- 15%** Develop and manage necessary databases and tools to contain the results of KIS scientific research, data gathering efforts and programmatic data reporting, in order to improve analyses and support policy development efforts. Envision, design and oversee key information repositories, resources and tools (e.g. Data Central, DRS, Characterization, homepage redesign, FacIT, etc.) that inform and further CalRecycle policy objectives and program goals. Identify opportunities to improve the way CalRecycle uses knowledge to further support CalRecycle policies and to convey scientific and programmatic data effectively.
- 10%** Prepare and present the results of the scientific research and analyses. Answer questions on how California manages its resources, materials, flows, facilities, markets, infrastructure, programs, processes and progress. Prepare timely, accurate and complete responses (based on scientific and technical research above) to routine, urgent and/or sensitive information requests from: CalRecycle Director and management team; The Legal, Legislative and Public Affairs Offices; Program staff; Stakeholders and the public. Organize, prepare and present clear, accurate and complete data reports and analytical products (e.g. data-rich text, tables, charts, graphs, maps, etc.) to management, in working-group, team or public meetings. Share complex information in clear and effective ways that serve CalRecycle and our stakeholders by making the science easy to understand and by facilitating access to data, results, meaningful metrics and information.

**MARGINAL FUNCTIONS**

- 5%** Assist in the development of section goals, objectives and strategies, and on Policy Office initiatives and other tasks when needed. Attend administrative meetings and training.

I have read and understood the duties and essential functions of the position and can perform these duties with or without reasonable accommodation:	<b>Date:</b>
<b>Employee Signature:</b>	
I certify that the above accurately represent the duties of the position:	<b>Date:</b>
<b>Supervisor Signature:</b> <span style="float: right;"><b>Thomas Rudy</b></span>	
<b>PERSONNEL USE ONLY: This personnel transaction has been reviewed and approved by:</b>	
<b>C&amp;P Analyst:</b>	<b>Date Approved:</b>

### SPECIAL REQUIREMENTS OF POSITION (IF ANY):

- Designated under Conflict of Interest Code.
  - Duties performed may require annual physical.
  - Duties require participation in the DMV Pull Notice Program (drives on state business 6 or more time per month).
  - Requires the utilization of a self-contained breathing apparatus.\*
  - Operates heavy motorized vehicles.\*
  - Requires repetitive movement of heavy objects.\*
  - Performs other duties requiring high physical demand.\* (Explain below)
- \*May require a pre-employment medical examination.

### ESSENTIAL FUNCTIONS OF POSITION

- VISION** – You must have sufficient vision to perform the following duties: identify policy and research issues; evaluate facilities, technologies and environmental impacts and issues; prepare supporting materials for public meetings, workshops and conferences; review legislation, informational documents and conduct web based research
- HEARING** – Your hearing must be sufficiently acute to perform following duties: perform phone consultations and surveys; take oral instructions from management and interact with other personnel within CalRecycle, at other agencies and with CalRecycle's stakeholders
- SPEECH** – You must have sufficient ability to speak to perform following duties: conduct policy workshops, present information at CalRecycle monthly meetings, report data, information and policy issues to management; speak on the phone; interact staff and stakeholders
- CARDIAC/CIRCULATORY SYSTEM** – Your cardiac/circulatory system must be in sufficient condition to perform the following duties:
- RESPIRATORY SYSTEM** - Your respiratory system must be in sufficient condition to perform these duties:
- ORTHOPEDIC** – You must have the ability to use the following selected body parts – a. neck, b. shoulder, c. arm, d. elbow, e. wrist, f. hand, g. finger, h. spine, i. back, j. hip, k. leg, l. knee, m. ankle, n. foot, o. toe, to perform the following duties: use computer (a, b, c, d, e, f, g); attend meetings (h, l, j, k, l, m, n); and, use of appropriate body parts to perform other duties of this position
- MANUAL DEXTERITY** – You must be able to perform the following duties involving manual dexterity: use the computer; telephone, attend meetings, conferences and workshops, etc.
- BENDING, STOOPING, KNEELING** – You must be able to bend at the knee or waist, stoop, and kneel to perform the following duties:
- SITTING OR STANDING** – You must be able to sit or stand for extended periods of time to perform the following duties: attend meetings, tour facilities, sit at desk for extended periods of time to perform research, analytical and policy development duties that are mandatory for this position
- LIFTING** – You must be able to lift up to pounds to perform the following duties:
- CONCENTRATION** – You must be able to continuously concentrate to perform the following duties: develop work plans; research solid waste and recycling issues; analyze complex data; analyze and develop CalRecycle policies; manage projects and contracts; review legislation
- EQUILIBRIUM/BALANCE** – You must be able to perform the following duties in such a manner that you do not jeopardize the safety of others:
- LOSS OF AWARENESS OR CONSCIOUSNESS** - You must be able to perform the following duties in such a manner that you do not jeopardize the safety of others:
- CONTAGIOUS OR COMMUNICABLE DISEASE** - You must be able to perform the following duties in such a manner that you do not jeopardize the safety of others:
- DRIVING OR OPERATING DANGEROUS EQUIPMENT** – You must be able to drive or operate dangerous equipment to perform the following duties:
- Do you have any other physical or mental condition or limitation not listed above that prevent you from performing the essential functions of this position as described in this job description?**

### EMPLOYEE CERTIFICATION

- Yes. I am able to perform all of the above listed essential functions of the position, and have no physical or mental condition or limitation that prevent or otherwise impair me from doing so.
- Yes, I am able to perform all of the above-listed essential functions of the position, but will require reasonable accommodation in order to do so.
- No, I am unable to perform one or more of the above-listed essential functions of the position, even with reasonable accommodation.
- I am not sure if I am able to perform on or more of the above-listed essential functions of the job.

Signature \_\_\_\_\_

Date \_\_\_\_\_