



Proposed

<b>Classification:</b> Staff Management Auditor, <b>24 Months Limited-Term</b>		<b>Position Number:</b> 835-433-4160-002
<b>Division/Office/Section:</b> DOR/Recycling Program Enforcement Branch/Investigations Section-North		
<b>Location:</b> 801 K Street, Sacramento CA 95814	<b>Effective Date:</b>	
<b>Employee's Name:</b>	<b>Supervision Exercised:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Supervisor's Name:</b>		
<b>Collective Bargaining Identifier (CBID):</b> S01		

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 general direction of a Senior Management Auditor, the Staff Management Auditor will provide direct supervision to a team of six (three Auditors, one Analyst, and two Program Technicians). The Imported Empty Beverage Container Reporting and Inspection Program (IEBCRIP) is responsible for conducting investigations and inspections of certified and registered program participants listed as destinations for Imported Empty Beverage Containers (IEBC) in order to prevent, detect, and recover wrongful payments of California Redemption Value (CRV) from the Beverage Container Recycling Fund. The IEBCRIP will gather information on importers and facilitate information sharing and support referrals to the Department of Justice (DOJ) and/or other state and local law enforcement agencies for criminal investigation and prosecution. The incumbent will work directly with CalRecycle legal staff to ensure administrative actions are sound and well supported. The incumbent will review all investigation reports and referrals to DOJ for accuracy and sufficient evidence. This position may include occasional weekend assignments or overnight travel that may require an adjustment to the employee's work schedule. Travel is throughout California and should not exceed a maximum of 50% per year.

**ESSENTIAL FUNCTIONS**

- 30% Direct, plan, and organize investigations, inspections, and special audits of certified and registered program participants throughout California. Work directly with the Legal Office to prepare legal cases for hearing and provide expert testimony in court relating to the functions of the Division of Recycling, presentation of evidenced and industry practices.
- 20% Review investigations, inspections, and audit reports to ensure they are clear, concise, accurate, complete, and timely. Work directly with staff in the performance of desk and field investigations of certified and registered program participants. Train staff in conducting investigations, report writing, and court testimony.
- 20% Perform administrative functions, including conducting and attending staff and management meetings, preparation of work plans, budgets, contracts, management reports, trend analyses, timesheets, training, performance evaluations, and the selection, hiring and training of employees.
- 15% Provide the California Department of Food and Agriculture (CDFA) with monthly imported material information. Conduct monthly meetings with CDFA, answer questions, address any areas of concern, and continually improve processes and procedures. Visit the CDFA 16 Border Stations and note any areas of non-compliance with CalRecycle regulations. Perform mobile checkpoints with CDFA staff near Border Stations.
- 10% Coordinate audit, investigation, and inspection activities with other field offices and branches of the Division. Refer cases as necessary to DOJ for civil and/or criminal prosecution.

## **MARGINAL FUNCTIONS**

05% Review and monitor progress of cases in the Division of Recycling Integrated Information System (DORIIS) case management system, and ensure staff update cases in an accurate and timely manner.