



Proposed

DUTY STATEMENT	
Classification: Associate Governmental Program Analyst 24 Month Limited-Term	Position Number: 835-433-5393-701
Division/Office/Section: DOR/Recycling Program Enforcement Branch/Investigations Section-North	
Location: 801 K Street, Sacramento, CA 95814	Effective Date:
Employee's Name:	Supervision Exercised: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Supervisor's Name:	
Collective Bargaining Identifier (CBID): R 01	

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 direction of the Staff Management Auditor, the Associate Governmental Program Analyst independently validates the accuracy of information reported from the Imported Empty Beverage Container Reporting and Inspection Program (IEBCRIP). The incumbent conducts the risk assessment of certified participants, non-certified participants, and importers to ensure claims are not submitted for California Refund Value (CRV) reimbursement. The incumbent manages, collects, stores, retrieves information/data, and distributes information in the form of reports. The incumbent will also assist the Unit's Auditors on an as needed basis. 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 25% per year.

ESSENTIAL FUNCTIONS

- 35% Independently conduct quantitative and/or qualitative risk assessment related to potential CRV reimbursement for out-of-state material. Conduct data mining (using advanced database skills and basic statistics) to extract program data from Imported Material Reports/Proof of Inspections. Analyze program data for patterns and trends in support of the Recycling Enforcement Branch (RPEB) processes and field activities.
- 30% Independently collect, store, retrieve, and distribute IEBCRIP information. Develop, implement, distribute, and maintain standardized reports used in support of RPEB processes. Engage in decision support activities to assist decision makers compile useful information from a combination of raw data, documents, personal knowledge, or business models to identify and solve problems and make decisions. Decision support activities may include performance metrics and benchmarking; analysis of data in support of legislative and regulatory activities; use of data to perform what if scenarios; ad-hoc analysis as defined by management; and report writing to present findings and/or recommendations.
- 20% Develop, distribute, and maintain user documentation in support of standardized reports. Contact certified participants, non-certified participants, and importers by both phone and/or e-mail to validate accuracy of information reported. Produce and distribute mailings on a periodic basis.
- 10% Assist auditors with the investigation of recyclers, processors, and other program participants to determine whether there is evidence of fraudulent or improper CRV payments, and prevent improper payments. Assist in conducting site inspections, interviews, and program-required records to determine improper or fraudulent CRV reimbursement claims.

MARGINAL FUNCTIONS

- 05% Update case information related to compliance activities in case management system and interface with other CalRecycle program areas in the Division of Recycling Integrated Information System (DORIIS).



Proposed

DUTY STATEMENT	
Classification: Staff Services Analyst (General) 24 Month Limited-Term	Position Number: 835-433-5157-701
Division/Office/Section: DOR/Recycling Program Enforcement Branch/Investigations Section-North	
Location: 801 K Street, Sacramento, CA 95814	Effective Date:
Employee's Name:	Supervision Exercised: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Supervisor's Name:	
Collective Bargaining Identifier (CBID): R 01	

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 supervision of the Staff Management Auditor, the Staff Services Analyst (General) will assist in validating the accuracy of information reported from the Imported Empty Beverage Container Reporting and Inspection Program (IEBCRIP). The incumbent will assist in the risk assessment of certified participants, non-certified participants, and importers to ensure claims are not submitted for California Refund Value (CRV) reimbursement. The incumbent assists in the management, collection, storage, retrieval of information/data, and distribution of information in the form of reports. The incumbent will also assist the Unit's Auditors on an as needed basis. 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 25% per year.

ESSENTIAL FUNCTIONS

- 35% Assist in the quantitative and/or qualitative risk assessment related to potential CRV reimbursement for out-of-state material. Assist in conducting data mining (using advanced database skills and basic statistics) to extract program data from Imported Material Reports/Proof of Inspections. Assist with analyzing program data for patterns and trends in support of the Recycling Enforcement Branch (RPEB) processes and field activities.
- 30% Assist in the collection, storage, retrieval, and distribution of IEBCRIP information. Assist in the development, implementation, distribution, and maintenance of standardized reports used in support of RPEB processes. Engage in decision support activities to help decision makers compile useful information from a combination of raw data, documents, personal knowledge, or business models to identify and solve problems and make decisions. Decision support activities may include performance metrics and benchmarking; analysis of data in support of legislative and regulatory activities; use of data to perform what if scenarios; ad-hoc analysis as defined by management; and report writing to present findings and/or recommendations.
- 20% Assist in the development, distribution, and maintenance of user documentation in support of standardized reports. Assist in contacting certified participants, non-certified participants, and importers by both telephone and/or e-mail to validate accuracy of information reported. Produce and distribute mailings on a periodic basis.
- 10% Assist Auditors with the investigation of recyclers, processors, and other program participants to determine whether there is evidence of fraudulent or improper CRV payments, and prevent improper payments. Assist in conducting site inspections, interviews, and program-required records to determine improper or fraudulent CRV reimbursement claims.

MARGINAL FUNCTIONS

- 05% Update case information related to compliance activities in case management system and interface with other CalRecycle program areas in the Division of Recycling Integrated Information System (DORIIS).