



Proposed

DUTY STATEMENT	
Classification: Associate Governmental Program Analyst	Position Number: 835-444-5393-703
Division/Office/Section: DOR/Recycling Program Certification & Registration Branch/Certification, Assistance & Review Section	
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 Recycling Specialist III (Supervisory), the Associate Governmental Program Analyst will independently perform the more responsible, varied, and complex work of the Recycler Education and Examination Unit to develop and implement regulations, policies, and procedures related to mandatory precertification training, examinations, and other trainings and education for recycling center and processor participants in the Beverage Container Recycling Program (BCRP). The incumbent will work in conjunction with the Certification Unit to assess readiness of potential recycling centers and processors for success in the BCRP. The incumbent will analyze a wide range of program related issues to advise the Supervisor in the development of program alternatives, policies, and procedures. This position involves travel, which may include overnight stays and trips of 2-5 days in duration, not to exceed 25% per year.

ESSENTIAL FUNCTIONS

- 35% Independently create and manage training cases and trainee information in the Division of Recycling Integrated Information System (DORIIS) database. Conduct research, analyses, provide information, and develop program alternatives and recommendations for the Certification Unit staff regarding applicant eligibility for certification, so that the Unit may take appropriate action related to certification of BCRP participants or potential participants. Serve as the training and examination program expert and collaborate with other division staff as needed regarding BCRP participant/potential participant training and examination status and information. Provide instruction and apply program specific knowledge to respond to inquiries from potential and current program BCRP participants. Perform registrar duties at training sessions throughout California, including, but not limited to verification of information provided on initial registration forms, federal information documentation, and personal identification. Manage contracts and contractor work related to training and testing. May be required to represent CalRecycle and testify at department hearings and civil/criminal court as necessary.

- 25% Utilize knowledge of the BCRP requirements to independently analyze the educational needs of potential BCRP participants. Independently develop and implement a specialized precertification training and examination program that is mandatory for persons wishing to apply for certification as a recycling center or processor in California with an intent to provide assistance in understanding the requirements for successful operation in the BCRP. This includes, but not limited to, the following: developing training and examination materials; researching and analyzing participant needs; developing and arranging training logistics related to scheduling and facilities; and serving as the CalRecycle field representative in conducting complex and detailed trainings on a broad spectrum of program related laws, regulations, policies, and procedures that participants must follow and business practices to assist with participant success in the BCRP.

- 20% Independently collect and manage data and information for analyzing training and examination program metrics to evaluate program success. Based on program metrics and evaluation, develop program alternatives and formulate recommendations for program policy and procedures, and improvement. Develop and review management reports; perform in depth research to investigate program participant

history and status; and compile, extract, and analyze program participant related data utilizing DORIIS and other information sources in order to apply program regulations and guidelines.

- 15% Develop and maintain process documentation and procedure manuals related to case work, training and exam materials, and contracting for training locations. Independently process application vouchers and notification to participants related to test results. Respond to questions from potential class attendees including verification of eligibility to participate in a class or exam. Update trainee cases related to application voucher deadlines.

MARGINAL FUNCTIONS

- 05% Perform special assignments related to training and examinations and other program related projects as assigned.