



<b>DUTY STATEMENT</b>	
<b>Classification:</b> Program Technician II	<b>Position Number:</b> 131-9928-921
<b>Division/Office/Section:</b> Policy Development and Analysis/Knowledge Integration Section	
<b>Location:</b> 801 K Street, Sacramento, CA 95814	<b>Effective Date:</b> September 1, 2015
<b>Employee Name:</b>	<b>Supervision Exercised:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Supervisor's Name:</b> Thomas Rudy	
<b>Collective Bargaining Identifier (CBID):</b> R 04	

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 supervision of the Unit supervisor, the Program Technician II ensures the completion of difficult, sensitive, and detailed program work is accurate and on time for the directorate, stakeholders, and CalRecycle staff. The incumbent must maintain a high level of quality control due to the short chain-of-command, sensitivity of the data, potential impact of errors, public nature of the information, and complexity of the work involved. The Disposal Reporting System (DRS), Facility Information Toolbox (FacIT), and Waste Characterization Database are foundational databases that CalRecycle relies upon for day-to-day analyses, high-level data-driven decision-making, and policy development efforts. DRS is used to determine compliance with the diversion mandates of AB 939 and errors have the potential to result in erroneous fines of up to \$10,000 per day for local jurisdictions. The data in FacIT combines facility information from essentially all of CalRecycle’s major program areas and requires consistent and effective interaction with almost all the Branches throughout the Waste Permitting Compliance and Mitigation (WPCM) and Materials Management and Local Assistance (MMLA) divisions, and external stakeholders who are concerned about their facilities’ portrayal. The Waste Characterization Database has been developed through multi-million dollar contracts to analyze and understand California’s waste stream and the detailed information it contains forms the basis for many legislative analyses and policy initiatives, and is sought out by other states and countries.

**ESSENTIAL FUNCTIONS**

- 25%** Review, process, and extract data from detailed written reports, scientific and technical literature, complex forms, and CalRecycle files in multiple areas/programs (solid waste, oil, tires, RMDZ, beverage containers, e-waste, etc.). Search for and review non-standardized forms, confusing and often conflicting data, and disorganized files to collect the needed information from the available data sources submitted and/or maintained by facilities, jurisdictions, counties, businesses, other CalRecycle programs, and other local, state, and federal agencies. Maintain online databases, conduct complex internet research, and implement telephone surveys for external stakeholders to gather data on solid waste facilities, businesses, activities, and material types and flows.
- 25%** Enter data into multiple CalRecycle databases while maintaining the highest level of quality control and quality assurance. Understand, maintain, and utilize the complex data and functionality of the databases to improve Knowledge Integration Section’s (KIS) knowledge base, ability to support programmatic decisions, and improve policy development. Utilize Excel, Access, and ArcGIS to conduct difficult numerical, statistical, and/or geospatial calculations.
- 25%** Utilize Excel, Access, Word, and ArcGIS to produce accurate outputs (e.g., reports, maps, charts, and tables) for responding to data requests and support special studies. Process sensitive requests that contain a high consequence of error such as responding to various public records act requests from the Legal Office, requests from legislators through the Legislative Affairs Office, media requests through the Public Affairs Office, and direct stakeholder questions and requests from the CalRecycle Directorate.
- 20%** Utilize detailed program knowledge to identify data inconsistencies and correct anomalies in the databases. Develop methods for gathering, compiling, organizing, manipulating, and analyzing information for new areas in

which little CalRecycle data exists (recent examples include flows through material recovery facilities, solid waste disposal and handling fees and hauler-jurisdiction contracts for solid waste collection). Flexibly and determinedly, adapt to and overcome data collection, data entry, and data quality challenges when the sources, parameters, and guidelines are initially unclear and/or contradictory. Utilize technical online tools and software to verify data, and confirm locations of facilities, program participants, and businesses. Conduct fieldwork utilizing Global Positioning Systems (GPS) if necessary to locate exact difficult entities.

### **MARGINAL FUNCTIONS**

**05%** Assist with special projects and routine studies as needed.