



DUTY STATEMENT

Classification: Senior Environmental Scientist (Specialist)		Position Number: 835-131-0765-006
Division/Office/Section: Policy Development & Analysis/Knowledge Integration Section		
Employee:		
Location: 1001 I Street, Sacramento		Effective Date: November 1, 2015
Supervisor's Name:		Supervision Exercised: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Collective Bargaining Identifier (CBID): R10		

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.

Under general direction of the Section Manager (Environmental Program Manager I) of the Knowledge Integration Section (KIS) within CalRecycle's Policy Development and Analysis Office, the incumbent will be a policy and technical expert, and will perform the most difficult, complex and sensitive scientific and technical duties to support CalRecycle's knowledgebase and policy development. For a significant portion of the duties, the incumbent will work directly and closely with CalRecycle's Director and Policy Office Director to keep them informed of developments related to the most innovative policies, the latest programs, the most cutting edge technologies and the surrounding context, opportunities and constraints. These projects will be the most sensitive, controversial, complex and difficult projects related to CalRecycle Policy efforts. To enable the Policy Office to function as CalRecycle's data gathering arm, policy analysis/development nexus, and information clearinghouse, the incumbent will coordinate the most complex projects, lead policy-making working groups, collaborate with multiple agencies and stakeholders, and conduct necessary research/technical evaluations (which may include: quantifying and characterizing materials; identifying and tracking flows of materials; evaluating and documenting destinations and end uses of materials; life cycle assessments; analyzing the relationships between demographics/economics and materials; measuring environmental costs and benefits; and studying material, energy, water use, air emissions, and end-of-life management factors). The position also may require travel up to 5% of the time to fulfill field duties.

ESSENTIAL FUNCTIONS

- 35%** Work directly and closely with CalRecycle's Policy Office Director and Executive Director to keep them informed of the latest and greatest in the world of solid waste – providing updates and context on the newest technologies, most promising policies, latest progress, and most successful programs out there. The incumbent will meticulously investigate these developments, then meld this information on policies, trends, infrastructure, and programmatic developments into a coherent, concise story and quick reference points so that the directorate will be aware of the issues, be able to talk to the relevant points, craft compelling arguments and presentations, and be in a better position to ask the right questions and make better data-driven, science-based decisions. The incumbent will advise CalRecycle's Policy Office Director, Executive Director, and Chief Deputy Director on developments, initiatives and opportunities related to the solid waste and recycling industries; CalRecycle's partners at the local, State and Federal levels; & innovative policies, developing technologies and emerging strategies from around the world. The incumbent will coordinate with the Deputy and Assistant Directors to ensure that the information provided to the directorate is accurate and correctly reflects CalRecycle's role and effectiveness in the areas covered. Beyond tracking these developments, the incumbent will engage on these policy development projects which will often be the most sensitive, controversial, complex and difficult, and thus will require exceptional subject matter expertise, project management skills and effectiveness at getting results. From the initiation of these policy development projects to their completion, the incumbent will guide these efforts for the betterment of CalRecycle with direction from the Executive Director and Policy Office Director.
- 25%** Act as a CalRecycle lead data and policy expert on assigned topics. In these areas (as well as other assigned areas), develop expertise and use this expertise to creatively, independently and sensitively move complicated and controversial policies and projects forward (e.g. getting cooperation and data from reluctant entities, dealing with sensitive policy issues with passionate players on all sides, educating decision-makers, furthering

discussions by sharing relevant/accurate information, and developing innovative and workable policy options and recommendations). The incumbent leads policy workshops to explore the most difficult 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.

- 20%** Plan, organize, and carry out scientific research on the most difficult and complex waste and materials 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. Lead the most difficult and complex KIS research and analysis efforts (such as modeling and analysis of large scale integrated management systems; forecasting waste trends; and estimating the impacts and feasibility of new recycling facilities, programs, and technologies) by: 1. Personally conducting research, complex analyses and targeted studies of all types and sizes; 2. Coordinating and mentoring in-house KIS staff research efforts and helping produce useful results; and 3. Conceptualizing, coordinating and successfully managing research contracts and/or Interagency Agreements. Analyze research results to identify trends, produce estimates, extrapolations and projections, & discover significant findings. Determine policy implications, impacts on strategic planning and legislative initiatives, and support CalRecycle decision-makers by interpreting, explaining & presenting results clearly and simply.
- 10%** Prepare clear, complete, and technically accurate written reports, memoranda, presentation materials, conference proceedings documents, technical/trade journal articles and correspondence to secure the necessary resources, data, cooperation, assistance, approvals, and customer feedback on CalRecycle policy efforts, research results and related efforts. Conduct and/or participate in policy-setting forums, workshops, conferences, training sessions, and technical presentations for executive management and stakeholders. Review legislative bills and prepare legislative proposals. Coordinate and respond to bill analyses. Provide input, data, analysis and recommendations to management on the development of broad policy and legislative proposals with immediate and long-range impacts, and prepare legislative proposals. Develop technical regulations as necessary including development of regulatory language, preparation of public hearing items, coordination with other CalRecycle divisions and Office of Administrative Law, preparation of proper documents, and compilation of rulemaking binder and regulatory package. Prepare and present effective program and policy recommendations in a compelling and convincing manner.
- 5%** Coach, mentor and guide KIS line staff to help them develop their knowledge and skills. As part of the CalRecycle and KIS management teams, collaborate with KIS unit supervisors, section manager, and Policy Office Chief on strategic planning and tactical implementation. Support the section, by handling critical projects that often involve very challenging problems, sensitive subjects, difficult customers, conflicting priorities and/or short-term deadlines.

MARGINAL FUNCTIONS

- 5%** Attend administrative meetings and training. Represent the Office in working groups and teams.