



<b>DUTY STATEMENT</b>	
<b>Classification:</b> Student Assistant	<b>Position Number:</b> 131-4870-920
<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> November 1, 2015
<b>Supervisor's Name:</b>	<b>Supervision Exercised:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<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 close supervision and in a learner capacity, the incumbent will assist professional staff in the research, data analysis and other duties required by CalRecycle’s Knowledge Integration Section within the Policy Development & Analysis Office. The incumbent’s work will support the Disposal Reporting System (DRS), Facility Information Toolbox (FacIT), and Waste Characterization Database which are foundational databases that CalRecycle relies upon for day-to-day analyses, high-level data-driven decision-making, and policy development efforts. It will also involve research on special projects related to solid waste management, recycling and the environment.

**ESSENTIAL FUNCTIONS**

- 35% Enter, manage, and assist in analyzing data in multiple CalRecycle databases.
- 30% Make phone calls and conduct surveys on solid waste programs and practices, conduct internet research, and extract data from written reports, scientific and technical literature.
- 20% Assist with special projects, research and report preparation. Assist in the preparation of materials for training, outreach and workshops on regulation development, policy development, and special projects.
- 10% Assist in the preparation of responses to data requests, such as 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.

**MARGINAL FUNCTIONS**

- 5% Attend meetings and trainings.