



DUTY STATEMENT	
Classification: Associate Governmental Program Analyst	Position Number: 790-5393-701
Division/Office/Section: MMLA/E-Waste/Section D	
Location: 1001 I 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): R01	

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 direction of the Electronic Waste Recycling Unit Supervisor, Recycling Specialist III (Supervisory), the Associate Governmental Program Analyst will perform a wide-variety of the more responsible and complex technical analytical staff services assignments within the covered electronic waste (CEW) recycling program, including the following: administering the recycling payment activities of the CEW program; implementing an administrative civil penalty system within the CEW program to deter false documentation; conducting analyses and evaluations of industry practices, market conditions and operational costs; conducting policy analysis and proposing policy initiatives as the program evolves; formulating procedures; and providing a variety of consultative and analytical duties in the implementation of the Electronic Waste Recycling Act of 2003 (Act). Incumbent will serve as a subject-matter expert, able to provide consultative services to management or others. In addition, the incumbent may serve as a liaison and provide analytical support to other departments who perform supporting roles to the program. This position involves travel throughout the state approximately 10% of the time.

ESSENTIAL FUNCTIONS

- 35% Conduct and perform complex technical analysis to administer the CEW Recycler Payment Claim review and approval process. Implement, assess and improve CEW Recycler Payment Claim review and approval process. Conduct a qualitative and quantitative analysis of financial data ensuring payment claim accuracy and regulatory compliance. Examine operations and records of program participants to determine if ineligible material has been claimed. Verify transactions, records and supporting documentation for significant inconsistencies and compliance with regulatory requirements. Approve/adjust or deny payment claim; prepare final findings and recommendations on Recycler Payment Claims.
- 30% Implement and administer a viable administrative penalty facet to the CEW recycling program that protects the integrity of public funds, deters fraudulent behaviors, and protects fair business practices. Perform tasks necessary to promulgate required regulations.
- 10% Conduct analyses and evaluation of industry practices, market conditions and operational costs. Research and evaluate opportunities for the program to identify barriers, analyze solutions, and implement improvements to the operations and administration of the CEW recycling program. Prepare policy and regulatory recommendations necessary for critical program functions, including reform of existing regulations and exploration of potential policy changes for the program. Conduct activities consistent with identified opportunities.
- 10% Establish and maintain effective liaisons with governmental agencies, environmental groups, and recycling industry organizations. Meet with CEW collectors and recyclers to understand business processes and internal material flow control. Provide technical support to CEW program participants, including development and evaluation of performance measures.

10% Maintain program information through the CEW information system, generate reports, analyze independent databases to identify trends in e-waste recovery documentation and uncover fraudulent claims; use data to support policy recommendations. Review and recommend improvements to information technology systems used to administer the CEW program. Monitor and maintain the e-waste website content, including coordination with other related websites (DTSC, BOE and erecycle.org); to ensure that guidance materials are easily accessible to stakeholders.

MARGINAL FUNCTIONS

5% Perform consultative and analytical tasks to implement the Act, which may include: collecting and analyzing information necessary to revise legislation and promulgate final regulations; organizing and presenting stakeholder input to Division and Department Management; prepare program evaluations and work plans; and work on special assignments as needed.



DUTY STATEMENT	
Classification: Staff Services Analyst	Position Number: 790-5157-701
Division/Office/Section: MMLA/E-Waste/Section D	
Location: 1001 I 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): R01	

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 the supervision of the Recycling Specialist III (Supervisory), the incumbent will perform the entry-level analytical work within the covered electronic waste (CEW) recycling program. Duties and responsibilities require research, analysis, and the use of independent judgment and discretion to interpret and apply statutes, regulations, and policies and procedures to specific situations, rather than the mere application of detailed rules and procedures in the implementation of the Electronic Waste Recycling Act of 2003 (Act). The primary focus of this position will be on administering the recycling payment activities of the CEW program, providing support in implementing an administrative penalty system within the CEW program, participate in conducting performance evaluations of CEW collectors and recyclers, and participate in analytical studies. Incumbent will become a subject-matter expert. This position involves travel throughout the state approximately 10% of the time.

ESSENTIAL FUNCTIONS

- 35% Under supervision, train and work on technical analysis to implement, assess and improve Recycler Payment Claim review and approval process. Conduct a qualitative and quantitative analysis of financial data ensuring payment claim accuracy and regulatory compliance. Examine operations and records of program participants to determine if ineligible material has been claimed. Verify transactions, records and supporting documentation for significant inconsistencies and compliance with regulatory requirements. Approve/adjust or deny payment claim; prepare final findings and recommendations on Recycler Payment Claims.
- 30% Provide support in implementing and administering a viable administrative penalty facet to the CEW recycling program that protects the integrity of public funds, deters fraudulent behaviors, and protects fair business practices. Perform tasks necessary to promulgate required regulations.
- 10% Participate in conducting analyses and evaluation of industry practices, market conditions and operational costs. Research and evaluate opportunities for the program to identify barriers, analyze solutions, and implement improvements to the operations and administration of the CEW recycling program. Conduct activities consistent with identified opportunities.
- 10% Establish and maintain effective liaisons with governmental agencies, environmental groups, and recycling industry organizations. Meet with CEW collectors and recyclers to understand business processes and internal material flow control. Provide technical support to CEW program participants, including development and evaluation of performance measures.
- 10% Maintain program information through the CEW information system, generate reports, analyze independent databases to identify trends in e-waste recovery documentation and uncover fraudulent claims; use data to support policy recommendations. Review and recommend improvements to information technology systems used

to administer the CEW program. Monitor and maintain the e-waste website content, including coordination with other related websites (DTSC, BOE and erecycle.org); to ensure that guidance materials are easily accessible to stakeholders.

MARGINAL FUNCTIONS

- 5% Perform analytical tasks to implement the Act, which may include: collecting and analyzing information necessary to revise legislation; prepare reports and makes recommendations on procedures, policies, and program alternatives, prepares work plans; and work on special assignments as needed.