



<b>DUTY STATEMENT</b>	
<b>Classification:</b> Recycling Specialist III (Technical)	<b>Position Number:</b> 835-421-4696-XXX
<b>Division/Office/Section:</b> DOR/Certification, Assistance & Review Section	
<b>Location:</b> 801 K Street, Sacramento, CA 95814	<b>Effective Date:</b>
<b>Employee's Name:</b>	<b>Supervision Exercised:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Supervisor's Name:</b> Debra Kustic	
<b>Collective Bargaining Identifier (CBID):</b> 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 Recycling Program Manager I, the Recycling Specialist III (Technical) is responsible for a wide variety of highly technical assignments and complex tasks. The incumbent will serve as the Section's expert for program use of the Division of Recycling Integrated Information System (DORIIS). The incumbent develops complex reports, queries, and searches; creates conventions for section staff in entering and managing Beverage Container Recycling Program (BCRP) participant information; ensures the integrity of the Program information stored in DORIIS; and serves as the Liaison between the Certification, Assistance, and Review Section and the Information Technology Services Branch. The incumbent is responsible for specialized projects requiring the ability to work independently to take appropriate action throughout all phases from start to finish. The incumbent may be required to travel, not to exceed 10% of the time, which may include overnight travel for trips of two or more days in duration.

**ESSENTIAL FUNCTIONS**

- 45% Utilize expertise in the BCRP and DORIIS to respond to complex requests for BCRP information, data, and analyses. Independently perform complex database searches and queries and develop reports using DORIIS, Access, and other databases and programs as necessary to obtain information, conduct analyses, and provide program recommendations to management. Serve as lead staff to train and advise section staff on BCRP information management, and methods and logic for extracting data and information through searches, reports, and queries. Develop standardized and specialized complex reports and queries to meet program information and data needs. Prepare documents such as reports, recommendations, and presentations. Work with other section staff to understand BCRP participant related data and information.
- 20% Independently perform tasks related to yet undefined or potentially sensitive issues or problems. Complete special projects and act in a lead capacity as assigned. Work quickly to independently provide information, analyses, and recommendations and respond to requests from division and department management such as those required for bill analyses, legislative proposals, public records act requests, and control agency requests. Prepare written explanations of program policies, actions, and information in response to inquiries from both CalRecycle management and external stakeholders. Serve as lead for or participate on intra/inter-agency working groups to address controversial, complex, or sensitive BCRP program issues or problems, including, but not limited to program reform initiatives. Testify at informal, formal, and criminal hearings, and other such proceedings as necessary.
- 15% Serve as the information librarian for the Section. Independently identify and resolve complex discrepancies in BCRP participant information in DORIIS. Ensure integrity of information in DORIIS; develop and train section staff in conventions for entering and managing BCRP participant information. Develop standards, specifications, manuals, presentations, and other documents related to BCRP participant information.
- 15% Serve as the Liaison between the Section and the DORIIS Support Section (DSS) and the Information Technology Services Branch. Analyze the Section's program management, policy, and business needs to ensure information management and functionality needs are met. Work collaboratively with and serve as lead to section staff and other Division of Recycling sections to coordinate with the Information Technology Services Branch to identify,

prioritize, and implement information management strategies and related DORIIS modifications to meet the identified needs.

**MARGINAL FUNCTIONS**

05% Assist with special projects as assigned by the Recycling Program Manager I. Attend and represent CalRecycle at meetings, conferences, hearings, trainings, and other events.

I have read and understood the duties and essential functions of the position and can perform these duties with or without reasonable accommodation:	<b>Date:</b>
<b>Employee Signature:</b>	
I certify that the above accurately represent the duties of the position:	<b>Date:</b>
<b>Supervisor Signature:</b>	
<b>PERSONNEL USE ONLY: This personnel transaction has been reviewed and approved by:</b>	
<b>C&amp;P Analyst:</b>	<b>Date Approved:</b>