



DUTY STATEMENT

Classification: Associate Governmental Program Analyst – Limited Term assignment		Position Number: 421-5393-701
Division/Office/Section: Recycling / Certification & Registration Branch / Recycler Education and Examination Unit (RE&E Unit)		
Location: Sacramento	Effective Date:	
Employee's Name:		
Supervisor's Name:	Supervision Exercised: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Collective Bargaining Identifier (CBID): R 01		

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 direction of the Recycling Specialist III (Supervisor), who is based in Sacramento, the incumbent will work in the Recycler Education and Examination Unit (RE&E Unit) to independently perform a full range of more responsible, varied and complex work of the RE&E Unit to develop and implement regulations, policies, procedures related to mandatory precertification training and examinations for recycling center and processor participants in the Beverage Container Recycling Program (BCRP) and work in conjunction with the Certification Unit to assess readiness of potential recycling centers and processors for success in the BCRP. Incumbent will analyze a wide range of program related issues to advise supervisor in development of program alternatives, policies, and procedures.

Travel may be required up to **25%** per year. Travel may include day trips and trips of 2-5 days in duration which involve overnight stays.

ESSENTIAL FUNCTIONS

- 45%** Independently analyzes the educational needs of potential BCRP participants, develops and implements a specialized precertification training and examination program that is mandatory for persons wishing to apply for certification as a recycling center or processor in California and is intended to assist them in understanding the requirements for successful operation in the BCRP. This includes writing training and examination materials based upon analyses of program requirements in statute, regulations, and policy; researching and analyzing participant needs through evaluation of participant feedback, analyzing reports and data regarding participant success in applying for certification and operating in the BCRP, and analyzing participant exam results; developing training logistics related to scheduling and facilities based upon analysis of data relating to anticipated program participant certification renewals to assess demand for training in different regions of the state and work with the Program Technician II to secure training facilities through contracts or agreements; and serving as the CalRecycle field representative in conducting complex and detailed trainings on a broad spectrum of program related laws, regulations, policies, and procedures that participants must follow and business practices to help prepare them to be successful in the BCRP. Provide instruction and apply program specific knowledge to respond to inquiries from potential and current program BCRP participants. Manages contracts and contractor work related to training and testing.
- 35%** Creates and manages training cases and trainee information in the Division of Recycling Integrated Information System (DORIIS) database to track, manage, and analyze information related to training attendance and exam results. Conducts research, conducts analyses, provides information, and develops program alternatives and recommendations for the Certification Unit staff regarding applicant eligibility for certification so that unit may take appropriate action related to approving or denying certification of BCRP participants or potential participants. Serves as training and examination program expert and collaborates with other Division staff as needed regarding BCRP participant/potential participant training and examination status and information. May be required to represent CalRecycle and testify at Department hearings and civil/criminal court as necessary.

- 15%** Independently collects and manages data and information relating to training and exam implementation, attendance, and results to analyze training and examination program metrics to evaluate program success in meeting statutory and regulatory mandates and CalRecycle program objectives for program participants. Based on program metrics and evaluation, develop program alternatives and formulate recommendations for program policy and procedures and improvement. Develops and reviews management reports, performs in depth research to investigate program participant history and status, compile, and extract and analyze program participant related data, utilizing DORIIS and other information sources and means in order to apply program regulations and guidelines.

MARGINAL FUNCTIONS

- 5%** Assist with BCRP participant case management in DORIIS. Serves as back up training registrar.