



Proposed, no change in duties

<b>DUTY STATEMENT</b>	
<b>Classification:</b> Staff Services Manager I	<b>Position Number:</b> 835-422-4800-XXX
<b>Division/Office/Section:</b> DOR/Certification, Assistance & Review Section/Certification Unit	
<b>Location:</b> 801 K Street, Sacramento, CA 95814	<b>Effective Date:</b>
<b>Employee's Name:</b>	<b>Supervision Exercised:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Supervisor's Name:</b> Debra Kustic	
<b>Collective Bargaining Identifier (CBID):</b> S01	

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 Staff Services Manager I directly supervises staff assigned to the Certification Unit. The incumbent plans, organizes, and directs the implementation of work in the Certification Unit. The Certification Unit is responsible for certifying/registering recycling collection programs within California's Beverage Container Recycling Program including recycling centers, processors, drop-off or collection programs, community service programs, and curbside programs. The Certification Unit also maintains computer database records of certified and registered operators, facilities, and programs using the Division of Recycling Integrated Information System (DORIS). The incumbent may be required to travel, not to exceed 15% of the time, which may include overnight travel for trips of two or more days in duration.

**ESSENTIAL FUNCTIONS**

- 30% Plan, organize, and direct activities necessary for the Certification Unit. Review work products for completeness and accuracy for certifying/registering recycling collection programs. Ensure staff provide efficient and effective customer service. Guide staff efforts in setting timelines and developing work and strategic plans. Evaluate unit processes, procedures, and polices related to issuing and managing certifications and implement improvements to best utilize resources and increase customer service. Encourage staff participation in a team environment. Establish and track performance measures for the Unit and evaluate effectiveness.
- 25% Hire, train, supervise, and evaluate professional staff that work at the journey level to perform complex duties, technical staff that perform technical and semi-professional duties, and seasonal staff that perform less complex and technical duties related to certification or registration of program participants. Perform supervisory functions and oversee staff efforts related to the Unit such as staff training, performance evaluations, individual development plans, budgeting, report development, procedure and policy development and implementation, and approval of absences, timesheets, travel requests, and travel expense claims.
- 25% Provide leadership in implementing regulations, policies, and procedures and review of applications for certification and registration. Personally perform more difficult tasks such as processing unusually complex certification applications or sensitive revocations of certification. Assist the Recycling Program Manager I in the development and implementation of section, branch, and division management and administrative policies and procedures. Develop legislative and regulatory recommendations. Research, resolve, and advise section, branch, and division management on complex issues. Assist the Recycling Program Manager I and other section staff on special projects as assigned, such as analysis of program reform effectiveness and development of regulations.
- 15% Establish and maintain effective partnerships with other CalRecycle units/offices and collaborate to ensure coordination of functions. Establish and maintain effective relationships with other division and department staff, other state and local governmental agencies, the recycling industry, the public, and other stakeholders. Collaborate with the Legal Office regarding issues concerning existing and potential certified program participants. Serve as a Liaison between Unit staff and other CalRecycle units and branches to ensure consistent oversight and provide coordination, monitoring, and process improvements.

**MARGINAL FUNCTIONS**

05% Attend and represent the Program at meetings, conferences, hearings, trainings, and other events. Participate on intra/inter-agency working groups. Act on behalf of the Recycling Program Manager I in his/her absence.

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>