



DUTY STATEMENT

Classification: Associate Governmental Program Analyst - Limited-Term expires 6/30/2016		Position Number: 422-5393-701
Division/Office/Section: Division of Recycling/Recycling Program Certification and Registration Branch/Certification, Assistance, and Training Section/Certification Unit		
Location: 801 K Street, Sacramento, CA 95814	Effective Date:	
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 Staff Services Manager I (Supervisor) in the Certification Unit, Incumbent will perform a full range of more responsible, varied, and complex technical analytical work associated with the certification and registration of participants in the Beverage Container Recycling Program. This includes working at the full journey analyst level to performing more complex assignments related to new certification/registration applicants and active certified/registered entities.

The incumbent in this position is required to travel to field offices. This may include overnight travel; however, it is estimated that this travel should not exceed 15 percent of time.

ESSENTIAL FUNCTIONS

- 35%** Independently review, evaluate, analyze, research, and follow-up on applications for certification/registration from recycling centers, processors, drop-off or collection, community service, and curbside programs. This includes new application evaluation and analysis and active certification/registration management. Analyze and process requests from certified and registered program participants for access to the DORIIS portal including analysis of relationships between businesses and individuals. Utilize the Division of Recycling Integrated Information System to detect, evaluate, analyze, research, and resolve discrepancies in information or changes that impact the program and develop policy and procedure recommendations.

- 15%** Independently perform complex database searches, analyze data, and perform research and technical analyses to determine certification and registration eligibility and compliance with certification and registration laws regulations; take appropriate action such as issuing certification/registration, terminating or revoking certification, or extending probation.

- 15%** Independently perform analysis to interpret and apply laws and regulations and apply policy to provide potential recyclers, local government, waste management and recycling industry representatives with technical and programmatic assistance regarding requirements for the certification of recycling centers and other certified and registered programs. Interactions may be in writing, on the telephone, or in person and may involve a broad spectrum of program related issues.

- 15%** Perform complex special assignments and provide technical and analytical consultative services to supervisor relating to new application review and analysis and active certification management through evaluation and analysis of business view reports and data generated using advanced search criteria in DORIIS. Testify at informal, formal, and criminal hearings and/or proceedings.

15% Work as field representative of the Division of Recycling in conducting certification interviews to evaluate and determine accuracy of information submitted by applicants for certification and utilize technical knowledge and technical program expertise to analyze the applicant's ability to successfully operate in accordance with program requirements. Formulate program alternatives and make recommendations regarding the appropriate course of action for approval or denial of applications which include those which involve complex issues and/or are controversial.

MARGINAL FUNCTIONS

5% Provide assistance to the Program Technician as needed and assist and advise the supervisor on a broad spectrum of program related issues as assigned.



DUTY STATEMENT	
Classification: Staff Services Analyst Limited-Term expires 6/30/2016	Position Number: 422-5157-701
Division/Office/Section: Division of Recycling/Recycling Program Certification and Registration Branch/Certification, Assistance, and Training Section/Certification Unit	
Location: 801 K 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): 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 supervision of the Staff Services Manager I (Supervisor) in the Certification Unit, the Staff Services Analyst will perform a full range of varied and routine technical analytical work associated with the certification and registration of participants in the Beverage Container Recycling Program. This includes analyst work that is of average difficulty and limited in complexity to complete assignments related to new certification/registration applicants and active certified/registered entities.

The Staff Services Analyst in this position is required to travel to field offices. This may include overnight travel; however, it is estimated travel should not exceed 15 percent of time.

ESSENTIAL FUNCTIONS

- 35%** Assist in the review, evaluation, analysis, research, and follow-up on applications for certification/registration from recycling centers, processors, drop-off or collection, community service, and curbside programs. This includes new application evaluation, analysis, and active certification/registration management. Assist in analyzing and processing requests from certified and registered program participants for access to the DORIIS portal including analysis of relationships between businesses and individuals. Utilize the Division of Recycling Integrated Information System to detect, evaluate, analyze, research, and resolve discrepancies in information or changes that impact the program and develop policy and procedure recommendations.
- 15%** Assist in performing routine database searches, analyze data, and conduct research and perform analyses of average difficulty to determine certification and registration eligibility and compliance with certification and registration laws regulations; make recommendations regarding issuance of certification/registration, termination or revocation of certification/registration, or extension of probation.
- 15%** Assists in performing analyses, use judgment, and apply discretion to interpret and apply laws and regulations, policy, and procedures to provide potential recyclers, local government, waste management and recycling industry representatives with technical and programmatic assistance regarding requirements for the certification of recycling centers and other certified and registered programs. Interactions may be in writing, on the telephone, or in person and may involve a wide variety of program related issues.
- 15%** With assistance from journey level staff, provide analytical and consultative services to supervisor regarding new application review and analysis and active certification management through evaluation and analysis of business view reports and data generated using search criteria in DORIIS. Testify at informal, formal, and criminal hearings and/or proceedings.

- 15%** Assist journey level staff to conduct certification interviews to evaluate and determine accuracy of information submitted by applicants for certification. Use judgment and knowledge of program related statues, regulations, policies, and procedures to analyze applicants' ability to successfully operate in accordance with program requirements.

MARGINAL FUNCTIONS

- 5%** Perform less-complex special assignments related to application review and assist the Program Technician as needed. Perform other program related projects as assigned.