



DUTY STATEMENT

Classification: Associate Governmental Program Analyst (Bilingual/Spanish)		Position Number: 422-5393-702
Division/Office/Section: DOR/Recycling Program Certification & Registration Branch/Certification, Assistance & Review Section		
Location: 801 K Street, Sacramento, CA 95814		Effective Date:
Employee's Name:		
Supervisor's Name: Jennifer Akins		Supervision Exercised: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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 direction of the Staff Services Manager I in the Certification Unit, the Associate Governmental Program Analyst will perform a full range of the 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 performing complex assignments related to new certification/registration applicants and active certified/registered entities. The incumbent is required to travel to field offices, which may include overnight travel. However, it is estimated that this travel should not exceed 15% of the 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 Division of Recycling Integrated Information System (DORIIS) portal including analysis of relationships between businesses and individuals. Utilize DORIIS 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 English or Spanish, and may be in writing, on the telephone, or in person that may involve a broad spectrum of program related issues.
- 10% Utilize bilingual skills to respond to telephone calls, to obtain required application information, and to conduct certification interviews with Spanish-speaking individuals and applicants. Translate documents received from certified operators and applicants. Interpret conversations between certified recycling program operators and Division staff when requested.
- 10% 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.

10% Serve as a field representative in conducting certification interviews (in English or Spanish) 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 involving complex issues and/or are controversial.

MARGINAL FUNCTIONS

05% Provide assistance to other staff as needed. Assist and advise the supervisor on a broad spectrum of program related issues as assigned.

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