



DUTY STATEMENT

Classification: Associate Governmental Program Analyst // Limited-Term (24 Months)		Position Number: 835-427-5393-701
Division/Office/Section: Recycling/ Industry Services Section/ Participant Management Unit		
Location: 801 K Street 17th Floor	Effective Date:	
Employee's Name:	Supervision Exercised: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Supervisor's Name: Stacie Carder		
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) in the Participant Management Unit, the incumbent will independently perform a full range of more responsible, varied and complex analytical technical work associated with management of beverage manufacturer and distributor participants and their associated California Redemption Value (CRV) and/or processing fee accounts.

The incumbent may be required to independently travel to program sites and events. This may include overnight travel that may require an adjustment to the employee's work schedule, not to exceed 10 percent per year.

ESSENTIAL FUNCTIONS

- 35%** Independently respond to complex analytical and technical inquiries from participants regarding their responsibility to report and pay California redemption value (CRV) and/or processing fees, CA CRV labeling requirements, and beverages covered by the Recycling Program. Follow business process and procedures to pursue revenues owed to the Program from under-reporting and non-reporting beverage manufacturers and distributors.
- 25%** Gather, review, analyze, evaluate and verify confidential, proprietary information submitted by participants to ensure proper reporting and payments. Maintain accurate information on beverage distributors and manufacturers within DORIIS (Division of Recycling Integrated Information System). Develop report queries using DORIIS. Prepare standard and special ad hoc management reports. Prepare cases and documents to clear up account discrepancies when necessary. Prepare written reports of findings, spreadsheets, and other documents as required. Perform other complex analytical and technical tasks related to managing participant accounts.
- 10%** Make recommendations to Management regarding business process improvements and system updates due to legislative action, regulatory changes, policy modifications and other program related issues.
- 10%** Serve in a lead capacity with peers in the completion of special projects and assignments. Special assignments include but are not limited to: coordinating the annual reporter program, tracking of Pay on Behalf, non-reporter and underpayment processes, participant statements, serve on special Department and/or Division committees, research projects, and short-term assignments.
- 10%** Establish and maintain cooperative partnerships with industry representatives, through knowledge of the recycling program and presentation of program requirements in a logical and concise manner.

MARGINAL FUNCTIONS

- 5% Prepare written correspondence, education and training materials and program notices for participants regarding CRV, processing fee, and other program changes.
- 5% Attend and represent the program at various meetings. Perform support functions for the section including mail outs to participants when necessary.



DUTY STATEMENT

Classification: Staff Services Analyst // Limited-Term (24 Months)		Position Number: 835-427-5157-701
Division/Office/Section: Recycling/ Industry Services Section/ Participant Management Unit		
Location: 801 K Street 17 th Floor	Effective Date:	
Employee's Name:	Supervision Exercised: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Supervisor's Name: Stacie Carder		
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 Recycling Specialist III (Supervisor) in the Participant Management Unit, the incumbent will perform the entry level analytical and technical duties associated with management of beverage manufacturer and distributor participants and their associated California Redemption Value (CRV) and/or processing fee accounts.

The incumbent may be required to independently travel to program sites and events. This may include overnight travel that may require an adjustment to the employee's work schedule, not to exceed 10 percent per year.

ESSENTIAL FUNCTIONS

- 30%** Under close supervision, assist in responding to technical inquiries from participants regarding their responsibility to report and pay California redemption value (CRV) and/or processing fees, CA CRV labeling requirements, and beverages covered by the Recycling Program. Follow business process and procedures to pursue revenues owed to the Program from under-reporting and non-reporting beverage manufacturers and distributors.

- 20%** Under close supervision, gather, review, analyze, evaluate and verify confidential, proprietary information submitted by participants to ensure proper reporting and payments. Maintain accurate information on beverage distributors and manufacturers within DORIIS (Division of Recycling Integrated Information System). Develop report queries using DORIIS. Prepare standard and special ad hoc management reports. Prepare cases and documents to clear up account discrepancies when necessary. Prepare written reports of findings, spreadsheets, and other documents as required. Perform other technical tasks related to managing participant accounts.

- 15%** Under close supervision, make recommendations to Management regarding business process improvements and system updates due to legislative action, regulatory changes, policy modifications and other program related issues.

- 15%** Participate with peers in the completion of special projects and assignments. Special assignments include but are not limited to: coordinating the annual reporter program, tracking of Pay on Behalf, non-reporter and underpayment processes, participant statements, serve on special Department and/or Division committees, research projects, and short-term assignments.

- 10%** Establish and maintain cooperative partnerships with industry representatives, through knowledge of the recycling program and presentation of program requirements in a logical and concise manner.

MARGINAL FUNCTIONS

- 5%** Prepare written correspondence, education and training materials and program notices for participants regarding CRV, processing fee, and other program changes.
- 5%** Attend and represent the program at various meetings. Perform support functions for the section including mail outs to participants when necessary.