



DUTY STATEMENT

Classification: Associate Governmental Program Analyst		Position Number: 835-428-5393-70X
Division/Office/Section: Recycling Program Certification & Registration Branch/Industry Services Section/Registration Unit		
Location: 801 K Street, Sacramento, CA 95814	Effective Date:	
Supervisor's Name: Juliet Querol	Supervision Exercised: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Employee's Name:		
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 Recycling Specialist III (Supervisory), the Associate Governmental Program Analyst will independently perform a full range of the more complex, analytical, technical, and programmatic duties associated with the registration of Beverage Manufacturers (BMs) and Distributors (DSs), including the review and analyses of sample beverage products and product labels. The incumbent may be required to independently travel to program sites and events, which may include overnight travel that may require an adjustment to the employees' work schedule, not to exceed 10% per year.

ESSENTIAL FUNCTIONS

- 45% Perform beverage container label reviews to ensure the labels meet the requirement pursuant to California's Beverage Container Recycling and Litter Reduction Act (Act). Perform product determination for inclusion or exclusion of the Program based on the Act including consideration of previous policy decisions and program exclusions. Review, research, and analyze registration forms received to determine if the applicant needs to be registered as a program participant. Independently respond verbally and in writing to highly complex and technical program inquiries from the beverage industry, program stakeholders, and registered participants. Analyze and present sound written documentation of registration analyses, propose recommendations in resolving complex inquiries regarding registration, labeling, and product determination issues. Thoroughly document account information and contact history using Division of Recycling Integrated Information System (DORIIS). Utilize DORIIS for task referrals and research.
- 20% Perform a broad range of governmental and managerial issues that may be inter-disciplinary or cross-functional in nature including, but not limited to, interactions with Participant Management Unit, Audits, and the Legal office. Assist in any research undertaking geared towards the conceptualization and development of proposed program policy, legislative and/or regulatory change, and budget change proposals. Perform legislative bill analyses and other related strategic projects, which may have direct and indirect impact to the Registration Unit.
- 15% Develop new, efficient, and effective work processes including flowcharts and process flow to document improvements made on existing business processes carried out in the registration of beverage manufacturers and distributors.
- 10% Perform as a subject-matter-expert for the unit. Attend any scheduled public hearings, workshops, Database development, special projects, and discussions relating to registration and overall Program knowledge.

MARGINAL FUNCTIONS

- 05% Establish and maintain cooperative partnerships with industry representatives through active involvement or participation, information sharing of program knowledge to interested parties, or the public.
- 05% Assist and perform support functions for the unit including large volume mass mail-outs and official notices to program participants, if necessary.

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:	
<i>PERSONNEL USE ONLY: This personnel transaction has been reviewed and approved by:</i>	
C&P Analyst:	Date Approved: