



DUTY STATEMENT	
Classification: Associate Governmental Program Analyst	Position Number: 835-429-5393-701
Division/Office/Section: DOR/Recycling Program Certification & Registration Branch/Industry Services Section	
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: Walt Simmons	
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 reviews and analyzes Handling Fee (HF) requests, recycling center volume, certification data, and zone data to determine recycling centers' eligibility to receive HFs. The incumbent also reviews and analyzes recycler activity to prevent convenience zone conflicts with existing HF eligible recycling centers, and prepares reports for management. Additional duties include issuing courtesy notices, permanent ban notices, and responding to appeals of HF denials and inquiries from program participants regarding HF eligibility and approval/denial process. The Convenience Zones (CZ) Unit establishes convenience zones for creating convenient recycling opportunities, maintains dealer data, provides dealer assistance, reviews and analyzes HF eligibility, and ensures timely payment of HFs to eligible recyclers.

ESSENTIAL FUNCTIONS

- 40% Independently review and analyze monthly HF requests, recycling center volume, certification data, and zone data using tools and processes in the Division of Recycling Integrated Information System (DORIIS) to determine recycling centers' eligibility to receive HFs pursuant to California Beverage Container Recycling and Litter Reduction Act (Act) and associated regulations. Review, analyze, and monitor recycler activity to prevent convenience zone conflicts with existing recycling entities receiving HF payments; prepare HF and eligibility reports for management monthly and upon request; prepare and disseminate award and denial letters to HF payment applicants. Make recommendations on a broad spectrum of administrative and program-related problems.
- 30% Independently respond both verbally and in writing, to inquiries from program participants regarding HF eligibility criteria and approval/denial decisions and processes. Issue courtesy notices and permanent ban notices. Review, analyze, and make recommendations to management regarding appeals received on HF denials. Prepare and disseminate appropriate letters to recycling operators informing them of the Division's decisions. Update records in DORIIS.
- 10% Communicate with other Division units, such as the Certification Unit and Program Enforcement Branch, to follow up on abandoned sites and request enforcement activity. Initiate monthly communication with the Program Operations Branch and monitor payment status to ensure HF claims are paid.
- 10% Review, analyze, and prepare convenience zone and HF proposed legislation and budget change proposals, and advise management on the impact or potential impact. Participate and provide input in process improvement meetings, both within the Unit and cross-branch or division.

MARGINAL FUNCTIONS

- 05% Effectively work in tandem with CZ staff to ensure mapped data is accurately reflected in DORIIS and other supportive business data for determining HF eligibility.

05% Assist with high volume mass mailing of notices, announcements, or advisories sent either by email or by regular mail to program participants. Perform other projects 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: