



DUTY STATEMENT

Classification: Research Program Specialist II (Economics)		Position Number: 835-440-5835-001
Division/Office/Section: Division of Recycling/Recycling Program Operations Branch		
Location: Sacramento	Effective Date:	
Supervisor's Name: Mike Miller	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.

Under the general direction of the Recycling Program Manager I, the incumbent is responsible for planning, organizing and conducting complex economic and statistical studies involving the assessment of cost, supply, demand, utilization and trends of resources for recycling program planning and budget, fund condition and cash flow purposes. The incumbent serve as the expert technical consultant on the feasibility and impact of economic, statistical and research findings on recycling operations, projects, proposals and strategic planning. The incumbent advise Department management and staff, legislative bodies and government entities on economic, statistical and research findings.

ESSENTIAL FUNCTIONS

- 35% Leads the planning, designing, organizing and overseeing the development and implementation of complex economic and statistical studies for enhancing budget and fund forecasting, recycling surveys and studies and statistical analysis. Acts as a principle staff resource in the Division for the economic analyses, forecasts, and information regarding the California Beverage Container Recycling Fund (Fund). Monitors, evaluates and projects cash flow and fund balances for the Fund and the Processing Fee Accounts. Analyzes and evaluates data and studies related to the economics of recycling. Develops recommendations incorporating study results, economic trends and statistical analysis in applicable program areas. Provides expert advice and consultation to Division management regarding solvency issues and the availability of funds for recycling related activities.

- 35% Manages the development of economic and statistical models, methods and techniques for Fund forecasting, cash flow, program development and allocation. These include developing econometric models used for the forecast; maintenance of databases; forecasting of exogenous variables utilizing California and CPI Economic Forecasting; and analysis and evaluation of model output. Evaluates Recycling Program survey methods and techniques for efficiency and effectiveness related to forecasts. Conducts cost benefit analysis and act as an advisor on program impact related to economic and statistical studies.

- 25% Keeps abreast of local, State, or national economic developments, trends, indicators, and policy impacts affecting California and the Fund. Analyzes and evaluates current and future economic trends and determine potential impact on the recycling program. The incumbent will initiate areas of study, prepares scope for projects, researches related reports and data, develops hypotheses, and prepares final reports related to the recycling program. Prepares technical and management reports on project findings, maintains documentation on all research methodologies, surveys and publishes results.

MARGINAL FUNCTION

5% Serves as the technical expert on economic and statistical topics related to Recycling Program operations issues and proposals and how they impact DOR. Completes special projects as assigned.