



DUTY STATEMENT

Classification: Research Analyst II		Position Number: 835-443-5731-001
Division/Office/Section: Division of Recycling/Recycling Program Operations Branch/Market Information Section		
Location: Sacramento	Effective Date:	
Employee's Name:	Supervision Exercised: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Supervisor's Name: Hieu Le		
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 general direction of Recycling Specialist III (Supervisory), the incumbent is responsible for more independent complex technical research and statistical studies associated with cost surveys, commingled rate studies, allocation of materials associated with processor operations utilizing various research methods, waste characterization studies and computerized models to research data, statistical and other methods to analyze and present data. The incumbent performs technical research and statistical work; prepares and presents technical reports on market expansion/development functions, including strategies, secondary materials markets, new recycling technology and production of new beverage containers. The incumbent serves as the expert technical consultant on the impact of economic of materials and recycling operations, projects, proposals and strategic planning. The incumbent is required to independently travel to program sites and events and maintain cooperative relationships with all public contacts. This may include overnight travel that may require an adjustment to the employee's work schedule, not to exceed 20 percent per year.

ESSENTIAL FUNCTIONS

- 40% Independently planning, designing, and performing complex technical research and statistical studies associated with cost surveys, commingled rate studies, waste characterization studies, curbside allocation methodologies, glass cleaning methodologies, cost surveys, and other ad hoc statistical analysis. Act as a principle staff resource in the Division for critical statistical analysis related to the calculation of recycling rates and trends, handling costs, average market values of beverage containers, material composition, market expansion and development strategies and minimum content of recycled materials used in production of new beverage containers. Evaluate and interpret statutes, regulations and procedures impacting recycling operations and programs statewide. Develop recommendations incorporating study results, economic trends and statistical analysis in applicable program areas.
- 30% Develop methods, procedures, and guidelines to review, analyze, and evaluate data relative to the economics of recycling utilizing economic/statistical models, recycling models and supply/demand information. In addition, the incumbent will develop and evaluate various ad hoc reports, technical documents and manuals. Assist Management in the preparation of response letters to industry participants, the public, state and local governments.
- 20% Travel to program participant sites to conduct and assess waste characterization studies, materials allocation methodologies, and glass cleaning methodologies utilizing various research and sampling techniques and other statistical tools to analyze and evaluate data. Travel to program participant sites to conduct on-site review to determine accuracy of information submitted on scrap value applications

and the applicant's ability to operate in compliance with program requirements including a reviewing of shipping reports, weight tickets and interviews with program participants.

MARGINAL FUNCTIONS

- 5% Provide direct technical assistance to all interested parties and activities supporting projects promoting the re-use and manufacturing of post-consumer recycling materials into new products, commercial recycling and market development.
- 5% Complete Special Projects as assigned.