



DUTY STATEMENT	
Classification: Associate Governmental Program Analyst	Position Number: 835-444-5393-XXX
Division/Office/Section: DOR/Certification, Assistance & Review Section/Recycler Education & Examination Unit	
Location: 5777 W. Century Boulevard, Suite 1555, Los Angeles, CA 90045	Effective Date:
Employee's Name:	Supervision Exercised: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Supervisor's Name: Margo Wildman	
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), who is based in Sacramento, the Associate Governmental Program Analyst will independently perform a full range of the more responsible, varied, and complex work of the Recycler Education and Examination Unit to develop and implement regulations, policies, and procedures related to mandatory precertification training and examinations for recycling centers and processor participants in the Beverage Container Recycling Program (BCRP). The incumbent will work in conjunction with the Certification Unit to assess readiness of potential recycling centers and processors for success in the BCRP. The incumbent will analyze a wide range of program related issues to advise supervisor in development of program alternatives, policies, and procedures. Travel may be required up to 25% per year. Travel may include day trips and trips of 2-5 days in duration, which involve overnight stays.

ESSENTIAL FUNCTIONS

- 45% Independently analyze the educational needs of potential BCRP participants, develop and implement a specialized precertification training and examination program that is mandatory for persons wishing to apply for certification as a recycling center or processor in California and is intended to assist them in understanding the requirements for successful operation in the BCRP. This includes writing training and examination materials based upon analyses of program requirements in statute, regulations, and policy; researching and analyzing participant needs through evaluation of participant feedback; analyzing reports and data regarding participant success in applying for certification and operating in the BCRP; analyzing participant exam results; developing training logistics related to scheduling and facilities based upon analysis of data relating to anticipated program participant certification renewals to assess demand for training in different regions of the state and work with the Program Technician II to secure training facilities through contracts or agreements; and serving as the CalRecycle field representative in conducting complex and detailed trainings on a broad spectrum of program related laws, regulations, policies, and procedures that participants must follow and business practices to help prepare them to be successful in the BCRP. Provide instruction and apply program specific knowledge to respond to inquiries from potential and current program BCRP participants. Manage contracts and contractor work related to training and testing.

- 35% Independently create and manage training cases and trainee information in the Division of Recycling Integrated Information System (DORIIS) database to track, manage, and analyze information related to training attendance and exam results. Conduct research and analyses, provide information, and develop program alternatives and recommendations for the Certification Unit staff regarding applicant eligibility for certification so that the Unit may take appropriate action related to approving or denying certification of BCRP participants or potential participants. Serve as the training and examination program expert and collaborate with other Division staff as needed regarding BCRP participant/potential participant training and examination status and information. May be required to represent CalRecycle and testify at Department hearings and civil/criminal court as necessary.

- 15% Independently collect and manage data and information relating to training and exam implementation, attendance, and results to analyze training and examination program metrics to evaluate program success in meeting statutory and regulatory mandates and CalRecycle program objectives for program participants. Based on program metrics and evaluation, develop program alternatives and formulate recommendations

for program policy and procedures and improvement. Develop and review management reports, perform in depth research to investigate program participant history and status, compile, and extract and analyze program participant related data utilizing DORIIS and other information sources and means in order to apply program regulations and guidelines.

MARGINAL FUNCTIONS

05% Assist with BCRP participant case management in DORIIS. Serve as back up training registrar.

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: