



DUTY STATEMENT	
Classification: Program Technician II	Position Number: 773-9928-920
Division/Office/Section: MMLA/STAR/Materials Management Section	
Location: 1001 I Street, Sacramento, CA 95812	Effective Date:
Employee's Name: Vacant	Supervision Exercised: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Supervisor's Name:	
Collective Bargaining Identifier (CBID): R 04	

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively 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 the general supervision of the Senior Waste Management Engineer, the Program Technician II will work independently to provide assistance and support in reviewing and processing detailed and technical forms, files, and reports regarding work associated with multiple program areas (e.g., Extended Producer Responsibility, Composting, Plastics Information Clearinghouse, Construction and Demolition Debris, Used Oil, Household Hazardous Waste, Sharps and Pharmaceutical and Tires) that are administered by the Statewide Technical and Analytical Services (STAR) Branch staff. The Program Technician II will maintain databases and review and process documents that may require detailed analysis and calculations to evaluate situations where program guidelines regulations or statute are not clear. The Program Technician II will provide sensitive and detailed program information and/or direction to members of the public, employees, other public jurisdictions, and/or clients as a significant part of their duties. The Program Technician II will perform the following work to CalRecycle staff in the STAR Branch:

ESSENTIAL FUNCTIONS

- 35% Review more complex technical and scientific data, including:
 - Independently review data from contractor reports, life cycle assessments, recycling entities, and other sources and aid in the development of reports. Review/compile sensitive data related to recycling systems, sorting technologies, anaerobic digestion, used oil and Household Hazardous Waste (HHW), sharps and pharmaceutical collection, greenhouse gas emissions, tire recycling, composting, and landfill operations. Develop and write reports for program staff as needed. Perform technical calculations and input data pertaining to plastic recycling and markets, bioplastics, and packaging initiatives. Develop content and assist with updating statistics and with maintenance and presentation of Plastics Packaging and Recycling, Bioplastics, Organics, Tires, Used Oil and HHW, Sharps and Pharmaceuticals, Extended Producer Responsibility (EPR), Waste Prevention Info Exchange, and Technology web pages.

- 30% Assessment of technical and scientific data, including:
 - Independently gather and process data regarding recycling, used oil and HHW, sharps and pharmaceuticals, composting, tires, and optical sorting technology projects throughout the country, synthesize information, and aid in assessing the economic and technical viability of various technologies. Review technical standards related to compostable and bioplastics certification, stewardship plan components relevant to packaging and EPR programs, and municipal ordinances regulating plastic, compostable, and reusable bags and plastics material bans.

- 30% Maintain databases and help manage reporting processes, including:
 - Contact facilities in the Construction and Demolition (C&D) and Sharps and Pharmaceutical databases to verify their facility information and update the information in the respective databases. Provide support for the Sharps/Pharma database in FacIT. Update facility information, contact information, material collection

status and any administrative notes for plastics recycling operations in California. Contact jurisdictions reporting HHW collection on the Form 303 online reporting system to ensure that data is being accurately reported and facility/program information is correct. Maintain contact lists of companies producing degradable plastics. Identify and maintain lists of stakeholders and information on packaging organizations and initiatives, such as the Sustainable Packaging Coalition. Maintain contact lists of EPR stakeholders, input information related to stewardship plans and annual report, devise reporting processes and design forms for annual reports. Maintain listserv contact integrity for sharps and pharmaceutical collection site. Assist in outreach to sharps drug manufacturers to facilitate their annual reporting requirements. Assist staff in developing innovative techniques to ensure accurate and consistent HHW reporting within the online Form 303 system. Support database maintenance and development in other topical areas identified above.

MARGINAL FUNCTIONS

5% Provide program Assistance duties, including:

Provide program staff assistance in Regulation Rulemaking activities. Respond to incoming email in shared mailboxes and collaborate with Local Assistance and Market Development staff to gather information on recycling programs. Process STAR forms and files, download reports and documents, upload publications to the Publications Library, and assist with workshops and conferences.