



| DUTY STATEMENT | |
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| Classification: Program Technician | Position Number: 790-9927-929 |
| Division/Office/Section: MMLA/Electronic Waste Recycling Program/Section D | |
| 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: Ana-Maria Stoian-Chu | |
| Collective Bargaining Identifier (CBID): R04 | |

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 the supervision of the Recycling Specialist III (Supervisory), the Program Technician (Technician) will provide support to the CalRecycle staff in the Covered Electronic Waste (CEW) Recycling Program. The incumbent will acquire an understanding of the regulatory requirements of the Program, apply them to their work, and be able to communicate them to direct Program participants as well as the public. The Technician will review and record findings relating to the alleged source of the recycled CEW using a variety of information tools to verify the name, address, and phone number of the listed source. The incumbent will make phone calls to confirm the discard of the CEW, type and number of units and subsequently compile the findings into Program data systems. The Technician will also provide assistance to the Section D staff with administration of the administrative penalty facet of the CEW Program through reviewing and processing forms and documents, organizing documentation, updating information in the Program data system and performing other technical tasks as required.

ESSENTIAL FUNCTIONS

The Technician position was established to provide support to Program staff in the determination of regulatory compliance in documentation submitted to CalRecycle.

- 30% Technician will review, using data services, the information provided within a CEW recycling payment claim relating to the alleged California source, including verification of name and address, and obtaining phone numbers.
- 25% Technician will use the phone information to contact the person / business to confirm the discard of the CEW and verify the quantity, the type of CEW discarded and the person / business who used the CEW.
- 25% Technician will support the Section staff with administering an administrative penalty facet to the CEW Program through reviewing and processing forms and documents, organizing and filing documentation, updating information in the Program data system and performing other technical tasks as required.
- 15% Technician will confer with staff in person, via email and provide feedback / progress reports through the Program data systems. Technician will compile information onto a spreadsheet or other report formats for staff to use.

MARGINAL FUNCTIONS

- 5% Technician will make photocopies, scan documents and file hardcopy and electronic records; prepare monthly time reports; attend and participate in Section/Branch/Division meetings; and work on special assignments as needed.