



DUTY STATEMENT	
Classification: Program Technician (Spanish Speaking)	Position Number: 873-9927-923
Division/Office/Section: Waste Permitting, Compliance & Mitigation Division, Tire Hauler Compliance	
Location: 1001 I Street, Sacramento, CA 95814	Effective Date:
Employee's Name:	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 (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 close supervision of the Senior Environmental Scientist (Supervisory), the incumbent Program Technician will maintain the Waste Tire Management System (WTMS) database. Incumbent will learn the technical skills needed to process waste tire hauler applications and renewals ensuring that the legally required registration certificates and decals are issued in a business-like manner to the operators. The incumbent will respond to specific phone or in-person inquiries from law enforcement, the general public and the Tire Enforcement Agency (TEAs) Grantees on the statutory and regulatory requirements of the waste tire hauling and manifesting requirements; sometimes dealing with difficult telephone conversations or time sensitive communications with law enforcement to determine if violations exist during a traffic stop. The incumbent will learn to identify and track Waste Tire Surety Bonds and communicate effectively with surety companies to determine if a bond is valid. Further, the incumbent will acquire skills to assist Tire Hauler Compliance enforcement staff in the technical development of waste tire hauler enforcement cases, including but not limited to, interpretation of manifest data to determine if violations exists and provide technical expertise, training and assistance to the regulated community and TEAs.

ESSENTIAL FUNCTIONS

- 40% Maintain WTMS database. Process waste tire hauler applications and renewals, ensuring that the forms are complete and accurate for electronic filing. Issue legally required registration certificates and decals to waste tire haulers. Maintain a business-like manner when sending registration packages. Verify the authenticity of Surety Bonds. Communicate effectively with insurance and surety companies in a business-like manner.
- 30% Communicate effectively, by phone and in person, with law enforcement, the general public and regulated community to determine if violations exists during a traffic stop or at their place of business.
- 10% Enter and verify that required information provided by the tire haulers, generators, end-use facilities, and CalRecycle authorized representatives is complete and accurate within WTMS.

- 10% Assist Tire Hauler Compliance Unit staff in the technical development of waste tire hauler enforcement cases. This position required the incumbent to communicate fluently in the Spanish language, as approximately 10%-15% of the incoming calls are Spanish speaking individuals.

MARGINAL FUNCTIONS

- 5% Incumbent will mail letters and reports responding to public requests concerning the Waste Tire Hauler & Manifest Programs,
- 5% Assist staff in time sensitive mailings from the Tire Hauler Compliance Unit and Tire Enforcement Units within the division.