



DUTY STATEMENT	
Classification: Environmental Scientist	Position Number: 878-0762-003
Division/Office/Section: WPCMD/WEEB/JPTES/Extended Producer Responsibility Compliance Unit	
Location: Sacramento	Effective Date: 07/01/2014
Employee's Name: Vacant	Supervision Exercised: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Supervisor's Name: Vacant	
Collective Bargaining Identifier (CBID): R 10	

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 direction of the Senior Environmental Scientist (Supervisory), the Environmental Scientist (ES) will assist with developing, implementing and enforcing the compliance and enforcement policies related to the mattress program and other existing and future laws with Product Stewardship and Extended Producer Responsibility (EPR) requirements. The ES will assist in determining compliance with State Minimum Standards (SMS) through office research and oversight and field inspections. Incumbent will collect, analyze and evaluate data and ensure sound conclusions have been made and ensure business and facility compliance with state standards, for which the Department oversees, are met. This will be achieved by performing a variety of scientific, analytical, and administrative duties including: assess progress toward meeting the requirements of the individual programs based on the submitted mandated reports, and site visits; preparation and submission of inspection reports, including the recommendation of issuance of penalties and fines, if appropriate; assist in maintaining an inventory of facilities that fail to meet SMS and facilities that receive enforcement actions and ensure that enforcement information in the Department's database is correct and up to date; determine the significance of violations as they relate to the statutes and regulations; and apply knowledge of statistical methods or analysis, integrated waste management, industry economics, public health, and resource management to assess if proposed corrective actions are reasonable and will effectively achieve the program(s) mandates.

The ES will assist with identifying and analyzing the regulated community's needs and provide education and enforcement tools to assist them with compliance with SMS; help to resolve problems that may be hindering the regulated communities from meeting the mandates; coordinate with the Statewide Technical and Analytical Services Branch, as needed, to develop tools; develop regulations; and make presentations before the Executive Director, interested parties and the general public. This position involves traveling throughout the State approximately 40 percent of the time

ESSENTIAL FUNCTIONS

- 50%** Provide compliance oversight regarding offering or sale, renovation, and recycling of mattresses covered and not covered under an approved stewardship plan. Investigate and report on complaints. Conduct site visits throughout the state to verify and assure compliance is achieved and maintained. Meet with facility representatives to evaluate compliance issues pertaining to the specific facility to help develop resolutions, take enforcement action, and prepare appropriate documentation as necessary pursuant to applicable provisions of the Public Resources Code and California Code of Regulations. Apply scientific methods and principles to collect, review and analyze site visit data, and data submitted via the mandated annual reports from the mattress stewardship organization, recyclers, renovators, and solid waste facilities; develop sound conclusions and make recommendations when preparing inspection reports, hearing items, or other written forms of communication. Develop and implement any necessary compliance actions. Coordinate compliance and enforcement with other Department programs or other state agencies as necessary.

- 30%** Serve as a program expert. Develop and provide direct training on the mandates of the laws and regulations and compliance options for the regulated communities. Develop and coordinate distribution of educational materials concerning requirements of the law, compliance with the mandates for the regulated communities, and potential penalties. Use scientific methods and principles to review, analyze, and develop a comprehensive knowledge of the commodities. Assist in developing an on-line reporting system and update the mattress compliance website as necessary.
- 15%** Develop and implement, using scientific methods and principles, a method to randomly select mattress manufacturers, importers, distributors, retailers, renovators, and recyclers to determine compliance with the requirements. As the program progresses, develop an "Annual Enforcement Report". Conduct research and prepare analyses of existing and proposed Product Stewardship and Extended Producer Responsibility (EPR) laws, policies, procedures and proposed legislation and prepare clear, complete and technically accurate reports and issue papers with recommendations for changes and future actions.

MARGINAL FUNCTIONS

- 5%** Other duties as required including but not limited to: attendance at public meetings and hearings; preparation of documents on various aspects of the mattress mandates, internal and external policies and procedures; prepare technical reports, articles and correspondence relating to Department-wide issues; stay informed about emerging markets, technologies, and programs that include product stewardship.