



## DUTY STATEMENT

<b>Classification:</b> Environmental Scientist		<b>Position Number:</b> 878-0762-002
<b>Division/Office/Section:</b> WPCMD/WEEB/JPTES, Minimum Content Compliance Unit		
<b>Location:</b> 1001 I Street, Sacramento, CA 95814		<b>Effective Date:</b> 07/01/2015
<b>Employee's Name:</b>		<b>Supervision Exercised:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Supervisor's Name:</b>		
<b>Collective Bargaining Identifier (CBID):</b> 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), within the Minimum Content Compliance Unit, the Environmental Scientist (incumbent) works independently and performs complex technical work; is responsible for implementing and enforcing solid waste and minimum content compliance laws in the Public Resources Code (PRC) and California Code of Regulations (CCR); participates in the improvement of Departmental policies and procedures; and performs a variety of scientific, analytical and administrative duties to assess compliance related to the following programs: Rigid Plastic Packaging Container (RPPC), At-Store Recycling (Plastic Carryout Bags), Recycled Content Plastic Trash Bag, and Recycled Newsprint.

### ESSENTIAL FUNCTIONS

**40%** Utilize appropriate federal and state environmental laws, regulatory requirements, CalRecycle policies and procedures, industry practices and advancements in order to communicate information and recommendations regarding program compliance and program progress to industry stakeholders, the public, unit Supervisor, Section Manager, Branch Chief, Legal staff and Director in a logical, concise and professional manner.

Ensure compliance by the regulated communities related to the Minimum Content Compliance Programs (Rigid Plastic Packaging Container (RPPC), At-Store Recycling (Plastic Carryout Bags), Recycled Content Plastic Trash Bag, and Recycled Newsprint) by applying scientific methods when conducting research, collecting data, and performing data analysis when reviewing reports and compliance certifications from the regulated community, calculating compliance and penalties, and writing staff recommendations and technical documents. Independently manage multiple tasks and overlapping timelines, associated with, but not limited to, conducting business and product research, recording and tracking data, preparing and sending correspondence, tracking and documenting communications, monitoring compliance within due dates, and conducting technical reviews.

Review, inspect and assess compliance with the statute and regulations. Critically examine, review and analyze the completeness, adequacy and accuracy of compliance certifications, reports and other documents and data. Use program-specific mathematical formulas and statistical methods to assess compliance by the regulated community and to evaluate overall program success. Identify solutions to problems related to the compliance certifications, reports and data submitted. Objectively analyze accuracy of submitted data and perform statistical methods for evaluating stakeholder compliance. If a determination of non-compliance is made, implement enforcement processes, while meeting regulatory deadlines to: determine the significance of the violation(s), develop sound conclusions and recommendations for the issuance of penalties and fines, compile defensible facts and documents for legal review and for potential legal proceedings and hearings, clearly and accurately present findings and recommendations to Supervisor, Section Manager, Branch Chief, Legal staff and Director. Testify as a program witness during penalty hearings when needed. This position may also involve travel for research, data gathering, and/or presentations, within the state.

**30%** Serve as the Minimum Content Compliance program liaison. Assist with program-related questions; educate stakeholders via phone and email regarding the laws and compliance requirements; accurately explain the law and potential enforcement consequences. Prepare timely, clear and complete correspondence, reports, presentations, hearing items, and/or monthly public meeting items. Assist

management in developing and maintaining cooperative relationships with stakeholders who are key sources of data, information, and connections to industry changes and policy drivers (such as CalRecycle staff, experts, environmental advocates, industry representatives, business community and general public). Conduct technical trainings, as directed, for product manufacturers concerning the requirements of the law and compliance options (e.g. in writing, conference calls, and/or public meetings). Develop and improve educational and enforcement tools to assist stakeholders in meeting the programs' requirements; oversee the dissemination of educational materials to all interested parties concerning compliance requirements and enforcement actions per the law. Maintain and update the programs' Department websites. Compile and organize data (e.g. regarding products, manufacturers, retailers, major industry sectors, resins, recycled content). Conduct informational trainings and make presentations for program stakeholders, in-house staff, and other interested individuals; facilitate working group meetings; organize workshops with stakeholders when directed; maintain and manage necessary in-house and online databases and tracking tools.

- 20%** Prepare clear, concise, complete and technically accurate reports and analytical products (e.g. data-rich tables, calculations, charts, graphs, etc.), memos, correspondence, program outreach materials, presentations and/or issue papers to support science-based decision making concerning program compliance, enforcement, and education and outreach. Work collaboratively with team members and stakeholders to identify barriers and challenges. Assist with resolving problems that may be hindering the regulated communities from meeting the mandates; research and develop innovative procedures or tools to address emerging problems; develop or revise regulations; participate in procedural development, improvement and oversight; and make procedural and enforcement recommendations to Supervisor, Section Manager, Branch Chief, Legal staff and Director.
- 05%** Compile and organize public comments; assist with environmental and economic impact analysis. Plan and prepare white papers or presentation materials to highlight and explain topics that effect minimum content compliance programs. Monitor and assess the impacts of industry changes, existing and proposed waste management and recycled content policies, procedures or legislation.

### **MARGINAL FUNCTIONS**

- 05%** Other duties as required, including but not limited to: attend trainings, public meetings and hearings; collaborate, produce, and edit reports, scientific issue papers, agenda items (requests for action), or similar documents for management and Executive staff on various aspects of program related issues, solid waste management, waste characterization, recycling infrastructure and markets, and use of postconsumer recycled materials/commodities. Research and assist in the development of internal and external policies, procedures and effective strategies; prepare technical analysis and correspondence relating to potential Department-wide issues. Stay informed of recyclability of materials, emerging markets, new technologies, and industry sustainability practices; review industry news and scientific literature; evaluate the potential impacts of industry changes on current programs.