



DUTY STATEMENT

Classification: Environmental Scientist		Position Number: 893-0762-005
Division/Office/Section: Waste Permitting, Compliance & Mitigation Division/Permits and Assistance-South Section		
Location: 1001 I Street, Sacramento, CA		Effective Date:
Employee's Name:		Supervision Exercised: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Supervisor's Name:		
Collective Bargaining Identifier (CBID): R10		

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 general direction of the Supervising Integrated Waste Management Specialist I, the Environmental Scientist (ES) will participate in the development, planning, coordination and implementation of CalRecycle's Permits and Assistance Program which focuses on enhancing the performance of Local Enforcement Agency (LEA) solid waste facility permits programs through review, guidance, training and technical assistance. The incumbent will apply principles of scientific research, chemical, biological, physical and environmental sciences, environmental characteristics of waste materials and solid waste facilities and systems as they relate to the review, inspection, assessment and enforcement of solid waste facilities' technical documents, operations and monitoring records. The incumbent will be required to travel approximately 10% or more of the time in order to perform the essential functions of the job.

ESSENTIAL FUNCTIONS

- 35% Act as central point of contact for solid waste issues in the assigned geographical area. Review and provide comments concerning completeness, detail, and accuracy of permits, permit applications, and associated documents submitted by the LEAs and applicants, as well as documents prepared by CalRecycle as the Enforcement Agency. Direct comments to the appropriate LEA program staff and/or permit applicants in the incumbent's designated geographical assignment area. Coordinate document review with other programs at CalRecycle and with other agencies when necessary. Prepare written, precise and complete reports in a timely manner, includes staff analysis and recommendations, and presents these items at briefings and internal and public meetings. Independently review and prepare report items, reports, memos and other correspondence relating to the permitting of solid waste and waste tire operations and facilities. Evaluates solid waste and waste tire facilities' compliance status with state standards and permit conditions through field inspections and office review of documentation. Provide technical expertise, training and assistance to the LEAs on permitting, inspection and enforcement issues. Participate in visits and inspections of solid waste facilities with CalRecycle, LEA, or other agencies' staff. Contact LEAs in assigned jurisdiction(s) at least once per month by phone and/or email to discuss issues pertaining to solid waste or waste tire facilities in that jurisdiction.

- 15% Provide outreach for solid waste project assignments. Outreach includes attendance and testimony at internal and external meetings (including regular attendance at LEA Roundtables and CalRecycle sponsored events), coordinating with other CalRecycle staff on internal and external stakeholder issues, communicating CalRecycle policies to interested parties, as well as developing strategies and approaches to facilitate environmental review in accordance with the California Environmental Quality Act (CEQA) and the solid waste permit process. Provides contact and consults with LEAs and/or Lead Agencies in the developmental stages of the environmental document preparation, to assure the inclusion of adequate information and to consider the potential environmental impacts of a proposed solid waste facility or waste tire facility project. Assists the regulated community, LEAs and other governmental agencies, and the general public by answering questions, attending workshops, and participating in scoping meetings for environmental documents. Acts as a source of technical expertise on CEQA and solid waste issues for CalRecycle administration and staff, LEAs, and local agencies. Develops and conducts training for interested parties on solid waste issues, including but not limited to, the solid waste facility permit process, state minimum standards, the waste tire facility permit process, and CEQA.

- 15% Review and comment on environmental documents prepared for solid waste and waste tire facilities while accurately interpreting the CEQA statute and guidelines. Independently research and review CalRecycle's solid waste facility files, applicable CalRecycle databases and other available site-specific information. . May coordinate their review with federal and state agencies, local governments, community groups, LEAs, other CalRecycle staff and at times the facility operators or representatives. Prepare and circulate an appropriate environmental document in accordance with CEQA for CalRecycle projects requiring Lead Agency status if needed. Verify that mitigation measures identified in environmental documents that are enforceable by CalRecycle and/or LEAs are reflected in Solid Waste and Waste Tire Facilities Permits and related conditioning documents and advises CalRecycle on the adequacy of environmental documents for CalRecycle concurrence purposes.
- 15% Maintain the permitting and CEQA modules of the Solid Waste Information System (SWIS) and Waste Tire Management System (WTMS) databases for the State of California. Generate reports from SWIS and WTMS and otherwise provide data and other information upon request by management regarding permits, inspections and other related topics. Track facility compliance status in the staff's assigned jurisdictions and update SWIS and WTMS information at a minimum frequency of once per week to maintain completeness and accuracy in all aspects, including, but not limited to, the periodic inspection reports and CEQA comment letters. Ability to use other database programs housed at CalRecycle or other agencies as needed.
- 10% In coordination with LEA Evaluation Unit staff, implements State Oversight Role Procedures as necessary, to track and document that LEAs in the incumbent's designated geographical assignment area are taking appropriate enforcement action. Review LEA enforcement actions and recommends appropriate enforcement options if LEAs fail to take necessary action. Review evaluations and provides comments to the LEA Evaluation Unit with respect to the LEA's ability to carry out the permitting, inspection and enforcement functions for their jurisdictions. Work with the LEA Evaluation Unit staff in developing a work plan to address identified deficiencies. Monitors the progress of the LEAs' work plans along with the staff of the LEA Evaluation Unit.
- 5% Assist in the development of reports, documents, findings and guidelines. Review relevant legislation, proposed regulations, reports and other documents and report findings to management. Research special issues and requests related to CEQA, enforcement, and permitting and prepares recommendations or solutions to address the issues. Prepare correspondence in response to queries from interested parties on technical and policy matters. May participate in special projects within CalRecycle or with other agencies and organizations. Maintain health and safety training competency as well as attend additional training deemed necessary for the position. Pursue on-going training in related issues and receives cross training in other Divisions and Branch programs and activities.

MARGINAL FUNCTIONS

- 5% Attend public meetings and hearings; Prepare issue papers or similar documents for the Executive Director on various aspects of solid waste management, waste measurement & characterization, environmental impact assessment, and progress status reports; Research and develop internal and external policies and procedures; Prepare technical reports, articles and correspondence relating to Department wide issues; Remain informed of emerging markets, technologies, programs that includes product stewardship, social marketing and sustainability.