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| DUTY STATEMENT | | |
| **Classification:** Associate Governmental Program Analyst | | **Position Number:** 422-5393-7xx |
| **Division/Office/Section:** DOR/Recycling Program Certification and Registration Branch | | |
| **Location:** 801 K Street, Sacramento, CA 95814 | **Effective Date:** | |
| **Employee’s Name:** |  | |
| **Supervisor's Name:** Carrie Holler | **Supervision Exercised:**  Yes  No | |
| **Collective Bargaining Identifier (CBID):** R01 |  | |

Description: Description: cid:image001.jpg@01CB800A.90360A00

State of California

Department of Resources Recycling & Recovery (CalRecycle)

CalRecycle 109A (Rev. 7/14)

PROPOSED

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 supervision of the Recycling Specialist III (Supervisory) in the Certification Unit, the Associate Governmental Program Analyst (AGPA) will perform complex technical professional work associated with the certification and registration of participants in the Beverage Container Recycling Program (BCRP). This includes completing assignments related to new certification/registration applicants and active certified/registered entities.

The AGPA is required to travel to field offices. This may include overnight travel; however, it is estimated that this travel should not exceed 15 percent of time.

**ESSENTIAL FUNCTIONS**

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| 40% | Review, evaluate, analyze, research, and follow-up on applications for certification/registration submitted by operators of recycling centers, processors, drop-off or collection, community service, and curbside programs to determine if the application meets the requirements for certification. Explain the application requirements to the applicant to facilitate obtaining a complete application for further review using databases, word processing software, the internet, English and Spanish oral and written communication, the Beverage Container Recycling and Litter Reduction Act (Act) and Title 14 of the California Code of Regulations (Regulations).  Evaluate and analyze the applicant’s ability to operate a beverage container recycling program compliantly. This includes reviewing the history of both the applicant and location for prior and potential compliance with the Act and related Regulations, conducting interviews in English and Spanish with the applicant at CalRecycle field offices or at other locations throughout the State, and working with other internal and external stakeholders to learn relevant information to make a recommendation to management for approval or denial of the application.  Perform queries in the Oracle-based Division of Recycling Integrated Information System (DORIIS), subscription databases and Access, to analyze applicant data to perform research and technical analyses in order to determine certification and registration eligibility. |
| 20% | Prepare clear, accurate, and complete certification recommendation documents, which summarize the background and recommendations of the application review process for dissemination to internal parties and to form the basis for administrative action on the approval or denial of each application. The report will include supporting documentation that addresses the purpose, source documents used, and other relevant information to support the reviewer’s analysis, conclusions, and recommendation. Prepare correspondence to the applicants communicating the approval or denial decision.  Establish procedures, as well as the criteria set forth in the Act and Regulations to make written recommendations to management and CalRecycle’s Legal Office for approval or denial of new and renewal certification applications, as well as recommendations on the termination or revocation of existing certifications, or extension of probation based on the operator’s demonstrated ability to comply with program requirements.  Provide assistance to CalRecycle’s Legal Office staff in preparing cases for administrative hearings. Participate and function as a witness in informal and formal hearings. |
| 15% | Analyze and process written requests from certified and registered program participants for access to the DORIIS portal including analysis of relationships between businesses and individuals in order for program participants to upload required documentation related to the purchasing and selling of used beverage containers.  Utilize DORIIS and the Access based “data library” to input, extract, and query data and prepare various reports to detect, evaluate, analyze, research, and resolve discrepancies in information initially submitted or changes submitted by the operators of various recycling programs that impact data accuracy. |
| 15% | Develop and maintain knowledge in interpreting and applying the Act and Regulations in order to provide accurate information in both English and Spanish to potential recyclers, local government, waste management, and recycling industry representatives with technical and programmatic assistance regarding requirements for the certification of recycling centers, processing facilities, dropoff or collection programs, and curbside registrations. Interactions may be in writing, on the telephone, via teleconference, or in person and may involve a broad spectrum of program related issues.  Communicate effectively with internal and external parties during the course of an assignment regarding the purpose, scope, procedures, status, and results in order to provide clear, accurate information.  Write letters, memos, email, and other correspondence using word processing and other software for the purpose of communicating and disseminating information. Translate written correspondence from Spanish to English for documentation and historical purposes. |
| 5% | Develop and prepare presentations, speeches, or talking points to a variety of audiences in order to disseminate accurate information about the BCRP. Deliver presentations at meetings, hearings, and/or conferences using a wide variety of materials from flip charts to PowerPoint slides.  Participate in training classes and conferences to develop and maintain knowledge, develop techniques, enhance skills, learn theory, and practice the principles relevant to reviewing certification applications for certification or registration.  Assist in proposed legislation and regulation review, which may amend existing statutes or regulations related to the certification of beverage container recycling opportunities. |

**MARGINAL FUNCTIONS**

5% Provide assistance to other CalRecycle staff as needed with issues related to the certification and registration of BCRP participants and assist and advise the supervisor on a broad spectrum of program related issues as assigned.

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| I have read and understood the duties and essential functions of the position and can perform these duties with or without reasonable accommodation:  **Employee Signature:** | | **Date**: |
| I certify that the above accurately represent the duties of the position:  **Supervisor Signature:** | | **Date**: |
| ***PERSONNEL USE ONLY: This personnel transaction has been reviewed and approved by:*** | | |
| **C&P Analyst:** | **Date Approved:** | |

**SPECIAL REQUIREMENTS OF POSITION (IF ANY):**

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|  | Designated under Conflict of Interest Code. |
|  | Duties performed may require annual physical. |
|  | Duties require participation in the DMV Pull Notice Program (drives on state business 6 or more time per month). |
|  | Requires the utilization of a self-contained breathing apparatus.\* |
|  | Operates heavy motorized vehicles.\* |
|  | Requires repetitive movement of heavy objects.\* |
|  | Performs other duties requiring high physical demand.\* (Explain below)  \*May require a pre-employment medical examination. |

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|  | **VISION** – You must have sufficient vision to perform the following duties: review certification applications and/or prepare reports, create and finalize letter/notices, conduct site visits, review operator records and application documents, observe recycling center operations, and use both a computer and hard copy medium |
|  | **HEARING** – Your hearing must be sufficiently acute to perform following duties: conduct site visits; meet with participants both in person and on-line/telephone; participate in staff meetings |
|  | **SPEECH –** You must have sufficient ability to speak to perform following duties: conduct interviews of program participants; speak on the phone; interact with division staff and program participants |
|  | **CARDIAC/CIRCULATORY SYSTEM** – Your cardiac/circulatory system must be in sufficient condition to perform the following duties: |
|  | **RESPIRATORY SYSTEM** - Your respiratory system must be in sufficient condition to perform these duties: conduct site visits where facilities have strong odors and/or particulates in the air |
|  | **ORTHOPEDIC** – You must have the ability to use the following selected body parts – a. neck, b. shoulder, c. arm, d. elbow, e. wrist, f. hand, g. finger, h. spine, i. back, j. hip, k. leg, l. knee, m. ankle, n. foot, o. toe, to perform the following duties: use computer (a, b, c, d, e, f, g); attend meetings (h, I, j, k, l, m, n); and, use of appropriate body parts to perform other duties of this position; travel throughout the state by plane, vehicle or other means |
|  | **MANUAL DEXTERITY** – You must be able to perform the following duties involving manual dexterity: use the computer; telephone, calculator; FAX machine, scanner; drive vehicle to program participants’ facilities, meetings, conferences workshops, etc. |
|  | **BENDING, STOOPING, KNEELING** – You must be able to bend at the knee or waist, stoop, and kneel to perform the following duties: file certification files in certification file room |
|  | **SITTING OR STANDING –** You must be able to sit or stand for extended periods of time to perform the following duties: attend meetings, tour facilities, travel, sit at desk for extended periods of time to perform division administrative duties that are mandatory for this position |
|  | **LIFTING** – You must be able to lift up to 30 pounds to perform the following duties: Move certification files to be able to review and inventory applications. |
|  | **CONCENTRATION** – You must be able to continuously concentrate to perform the following duties: review applications and/or prepare reports, create and finalize letter/notices, conduct site visits, review application documents and historical evidence, observe recycling center operations |
|  | **EQUILIBRIUM/BALANCE** – You must be able to perform the following duties in such a manner that you do not jeopardize the safety of others: working in a high-rise building; taking stairs or elevator |
|  | **LOSS OF AWARENESS OR CONSCIOUSNESS** - You must be able to perform the following duties in such a manner that you do not jeopardize the safety of others: facilities may have heavy equipment at the site which pose a danger when touring |
|  | **CONTAGIOUS OR COMMUNICABLE DISEASE -** You must be able to perform the following duties in such a manner that you do not jeopardize the safety of others: allergic to bee stings (you may encounter bees while conducting site visits); handling of refuse safely with provided PPE |
|  | **DRIVING OR OPERATING DANGEROUS EQUIPMENT** – You must be able to drive or operate dangerous equipment to perform the following duties: driving is required to get to and from site visits |
|  | **Do you have any other physical or mental condition or limitation not listed above that prevent you from performing the essential functions of this position as described in this job description?** |

**ESSENTIAL FUNCTIONS OF POSITION**

**EMPLOYEE CERTIFICATION**

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|  | Yes. I am able to perform all of the above listed essential functions of the position, and have no physical or mental condition or limitation that prevent or otherwise impair me from doing so. |
|  | Yes, I am able to perform all of the above-listed essential functions of the position, but will require reasonable accommodation in order to do so. |
|  | No, I am unable to perform one or more of the above-listed essential functions of the position, even with reasonable accommodation. |
|  | I am not sure if I am able to perform one or more of the above-listed essential functions of the job. |

Signature Date