



<b>DUTY STATEMENT</b>	
<b>Classification:</b> Program Technician (Spanish Speaking)	<b>Position Number:</b> 873-9927-002
<b>Division/Office/Section:</b> WPCMD	
<b>Location:</b> 1001 I Street, Sacramento, CA 95814	<b>Effective Date:</b> *
<b>Employee's Name:</b> *	<b>Supervision Exercised:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Supervisor's Name:</b> Okla Hensley	
<b>Collective Bargaining Identifier (CBID):</b> R04	

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 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 professional 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 and provide technical expertise, training and assistance to the regulated community and TEAs. Further, the incumbent will assist the Program Technician II in obtaining and compiling manifest data to determine if violations exists in preparation of enforcement cases.

**ESSENTIAL FUNCTIONS**

- 45% 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 professional manner when sending registration packages. Verify the authenticity of Surety Bonds. Communicate effectively with insurance and surety companies in a professional manner.
- 25% 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. This position required the incumbent to communicate fluently in the Spanish language, as approximately 10%-15% of the incoming calls are Spanish-speaking individuals.
- 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 the Program Technician II in the technical development of waste tire hauler enforcement cases.

**MARGINAL FUNCTIONS**

5% 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.

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

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

- 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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**ESSENTIAL FUNCTIONS OF POSITION**

- VISION** – You must have sufficient vision to perform the following duties: identify resource requirements and prepare supporting materials; monitor all division contracts; develop training programs and examination planning; review legislation, prepare and initiate personnel transactions.
  - HEARING** – Your hearing must be sufficiently acute to perform following duties: perform phone consultations; take oral instructions from division management and personnel in other divisions
  - SPEECH** – You must have sufficient ability to speak to perform following duties: report budget, personnel, legislation, training, and administrative issues to management; speak on the phone; interact with division staff
  - 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:
  - 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, l, j, k, l, m, n); and, use of appropriate body parts to perform other duties of this position
  - MANUAL DEXTERITY** – You must be able to perform the following duties involving manual dexterity: use the computer; telephone, calculator; FAX machine; drive vehicle to 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:
  - 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, 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 pounds to perform the following duties:
  - CONCENTRATION** – You must be able to continuously concentrate to perform the following duties: develop division budget and work plans; research civil service classifications; analyze organizational structure; maintain and develop division administrative policies; develop priorities for use of division’s line item expenditures; prioritize and monitor division contracts; develop and coordinate division training programs; review legislation
  - EQUILIBRIUM/BALANCE** – You must be able to perform the following duties in such a manner that you do not jeopardize the safety of others:
  - 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:
  - 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:
  - DRIVING OR OPERATING DANGEROUS EQUIPMENT** – You must be able to drive or operate dangerous equipment to perform the following duties:
  - 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?**
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**EMPLOYEE CERTIFICATION**

- 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 on or more of the above-listed essential functions of the job.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date