



DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

RPA Number: 23-379	Classification Title: Environmental Program Manager I	Position Number: 835-131-0760-001
Incumbent Name: Dan Brown	Working Title: Environmental Program Manager I	Effective Date: April 1, 2024
Tenure: Permanent	Time Base: Fulltime	Intermittent Hours Per Month:
Division/Office: Policy Development & Analysis Office	Section/Unit:	Reporting Location: Sacramento
Supervisor's Name: Dan Brown	Supervisor's Classification: EPM II	CBID:
Confidential Designation: <input type="checkbox"/> YES <input type="checkbox"/> NO	Designated Position for Conflict of Interest: <input type="checkbox"/> YES <input type="checkbox"/> NO	Position Telework Eligible: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Supervision Exercised: <input type="checkbox"/> None <input type="checkbox"/> Lead <input checked="" type="checkbox"/> Managerial <input checked="" type="checkbox"/> Supervisory		

Human Resources Use Only:

HR Analyst Approval:

Date:

General Statement

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 general direction of the Policy Development and Analysis Office Environmental Program Manager II (Policy Office Chief), the incumbent is the manager of the Knowledge Integration Section (KIS). The incumbent will ensure that the Policy Office effectively functions as CalRecycle's data-gathering arm, policy analysis/development nexus, and technical information clearinghouse. The incumbent plans, organizes, and directs the activities and operations of KIS, which includes four units: The Goals, Mandates & Strategies Unit, the Facilities & Targeted Materials Unit, the Waste Characterization & Research Unit, and the Field Research and Characterization Unit. The incumbent will oversee, monitor, and coordinate policy development and research conducted in KIS. The incumbent will creatively, independently, and sensitively move complicated and controversial projects forward to meet the needs of the Policy Office Chief, the Policy Director, the Executive Director, and CalRecycle.

This position may include up to 10% travel.

Essential Functions (Including percentage of time):

35% Provide leadership, manage section resources, projects and activities, and supervise direct-reports. Provide management for KIS staff; organize, plan and direct staff activities. Establish clear expectations for supervisory staff within KIS, monitor progress and meet to discuss status and progress toward defined expectations. Plan, organize, implement and evaluate KIS programs and goals.

15% Confer with the Policy Office Chief, Executive Director, CalRecycle executive staff, and management team to identify policy development needs, to identify underlying data needs, to develop strategies to satisfy those needs, and to coordinate the implementation of those strategies within CalRecycle and with our stakeholders. Manage CalRecycle policy analysis efforts based on priorities with available resources. Report regularly to the Policy Office Chief on these efforts and clearly convey any challenges or roadblocks that need to be addressed, along with recommendations on how to address them.

15% Oversees KIS section research, data gathering and analysis efforts – consistent with scientific methods/principles, acceted best practices and common sense – to support data driven science-based decision making and policy analysis at CalRecycle. Guide the development and improvement of these capabilities so that KIS provides valid data and information as a meaningful and useful foundation for policy analysis & development.

15% Manage the development and release of KIS information products (e.g. scientific procedures, regulations, scientific journal articles, requests for proposals, contracts, methodologies, scientific reports, memos, letters, guidance documents, legislative analysis, public meetings and general correspondence) to maintain credibility, meet quality standards and further accurate information sharing. Monitor and improve the performance of the KIS information clearinghouse role in relation to technical information and data requests so that KIS customers receive the information and technical assistance they need.

10% Confer with appointed and elected officials, local government officials, industry representatives, interest groups, and the general public on policy issues. Coordinate with the Legislative, Public Affairs and Legal Offices on policy issues and information needs. Speak before various State, federal and local governments to present information & advocate CalRecycle positions. Present complex information simply, accurately and clearly to technical and non-technical audiences

5% Meet with the Policy Office Chief, supervisors and staff to achieve Policy Office objectives (e.g. policy development, policy analysis, special projects, research efforts, critical analyses, data gathering efforts, etc.). Prepare budget change proposals and contract concepts for consideration. Oversee the preparation and



management of contracts and interagency agreements required to achieve program objectives. Correctly administer policies and procedures established by CalRecycle, CalEPA, and CalHR. Effectively perform staff development activities and administer staff performance reports. Develop training and employee development plans. Provide coaching/mentoring to staff and maintain an effective work group through retaining and recruiting qualified staff.

Marginal Functions (Including percentage of time):

5% Attend administrative meetings and training. Represent the Office in working groups and teams.

Typical Physical Conditions/Demands:

The job requires extensive use of a personal computer and the ability to sit/stand at a desk, utilize a phone, and type on a keyboard for extended periods. Ability to lift 15 pounds, bend and reach above shoulders to retrieve files and/or documents.

Typical Working Conditions:

The incumbent works on the 10th floor of a high-rise office building in downtown Sacramento in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Mandatory overtime, including evening and weekend work, may be necessary during the year-end closing process or when the department is mission-tasked. Travel may be required locally and within the state.

Special Requirements of Position (Check all that apply):

- ☐ Duties performed may require pre-employment and/ or routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.).
- ☒ Duties require participation in the DMV Pull Notice Program.
- ☐ Performs other duties requiring high physical demand. (Explain below)
- ☐ Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles.
- ☐ Other (Explain below)

Explanation:



Supervisor Statement

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

Supervisor Name

Supervisor Signature

Date

Employee Statement

I have discussed these duties with my supervisor and have been provided a copy of this duty statement. I certify I have read, understand, and can perform the duties of this position either with or without reasonable accommodation*.

**A Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity. (If you believe reasonable accommodation is necessary, check yes. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

Do you need a reasonable accommodation to perform the essential functions of this position?

☐ YES

☐ NO

Employee Name

Employee Signature

Date