

**DUTY STATEMENT**☒ **CURRENT**    ☒ **PROPOSED**

RPA Number: <b>25-HWMP-235</b>	Classification Title: <b>Senior Hazardous Substances Engineer</b>	Position Number: <b>810-650-3725-003</b>
Incumbent Name:	Working Title:	Effective Date:
Tenure: <b>Permanent</b>	Time Base: <b>Full-Time</b>	Intermittent Hours Per Month:
Division/Office: <b>HWMP Permitting Division</b>	Section/Unit: <b>Program Implementation Unit</b>	Reporting Location: <b>Sacramento - Headquarters</b>
Supervisor's Name: <b>Hin-Yun Lee</b>	Supervisor's Classification: <b>Supervising Hazardous Substances Engineer I</b>	CBID: <b>R09</b>
Confidential Designation:  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Designated Position for Conflict of Interest:  <input checked="" 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 checked="" type="checkbox"/> Lead <input type="checkbox"/> Managerial <input type="checkbox"/> Supervisory		

**Human Resources Use Only:****HR Analyst Approval**

HR Analyst Name  Steve Baker	HR Analyst Signature  <i>Steven Baker</i>	Date  04/09/25
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**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.

**Equity Statement**

The Department of Toxic Substances Control (DTSC) values diversity, equity, and inclusion throughout the organization. We foster an environment where employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. We believe the diversity of our employees is essential to inspiring innovative solutions. Together we further our mission to protect California's people and environment from harmful effects of toxic substances by restoring contaminated resources, enforcing hazardous waste laws, reducing hazardous waste generation, and encouraging the manufacture of chemically safer products.

**Position Description**

Under the general direction of the Supervising Hazardous Substances Engineer I (Sup HSE I), the Senior Hazardous Substances Engineer (Sr. HSE) serves as a project manager, technical advisor, and leads the most complex and high-profile project, policy development, and regulation writing activities to support the Permitting

Division (Permitting) in the Hazardous Waste Management Program (HWMP). Specific duties include, but are not limited to:

**Essential Functions (Including percentage of time):**

30%	<p><b><u>Regulation Research &amp; Development</u></b></p> <p>Conducts complex and highly sensitive research of existing and emerging waste management and environmental protection trends in permitting programs. Develops regulation proposals related to the issuance of new or modified hazardous waste facility permits, the renewal of hazardous waste facility permits, and other form of authorization to treat, store, or dispose of hazardous waste. Conducts stakeholder outreach and organizes workshops to solicit input on proposed regulatory concepts. Prepares regulation package elements, which include Statement of Reasons (both Initial and Final), public notices, fact sheets, response to comments, and supporting documents that adequately assess environmental impacts, as well as fiscal and economic impacts of the proposed regulations. Participates in public hearings, considers the public comments received, makes necessary revisions to the rulemaking documents, and submits final rulemaking documents to the Office of Administrative Law for approval. Develops and makes presentations and recommendations to HWMP Deputy Director, DTSC's Director and Chief Deputy Director, and the California Environmental Protection Agency (CalEPA) Secretary on the proposed regulation changes. Prepares briefing documents and presents briefings to DTSC Executive Management. Attends, presents and/or testifies as needed at legislative hearings concerning the most technical aspects of the permitting process.</p>
30%	<p><b><u>Technical Support</u></b></p> <p>Acts as a technical lead to provide staff with engineering and regulatory expertise in the implementation of new regulations or changes to existing regulations and statutes on regulated business. Provides technical support to evaluate and develop written responses to requests for variances from hazardous waste laws and regulations. Provides technical support to perform engineering assessments for alternatives to determine adequacy with variance requirements and protectiveness of public health and the environment.</p> <p>Reviews complex hazardous waste storage, treatment and disposal facility applications, modifications, workplans, design plans, equipment specifications and other technical reports related to permits, closure and post-closure projects to determine consistency with applicable laws, regulations, engineering and technical standards, technical guidance, Departmental policy, guidance and practice.</p>
10%	<p><b><u>Public Outreach</u></b></p> <p>Coordinates the preparation of public meetings, webinars, and workshops on special projects within the Permitting Division and with other DTSC Program staff, including the Office of Environmental Equity and the Office of Communications. Develops and makes presentations, handouts, public notices, fact sheets, and educational materials to the general public. Ensures documents posted on the Department's website comply with the accessibility standards of Assembly Bill 434. Assists, participates, facilitates, and presents in public meetings and workshops. Coordinates the compilation, organization and summarization of public comments and the preparation of the response to comments</p>
10%	<p><b><u>DTSC Representation</u></b></p> <p>Serves as point of contact for the Permitting Division from DTSC management, public, State and Federal Agencies, and stakeholders. Develops and provides regulatory input to management on permitting and waste management practices, policy and procedures, program implementation approaches, guidance documents, and regulations. Conducts research, prepares documents, participates in public workshops, responds to comments, interacts with industry, environmental groups, develops testing protocols for technology evaluations, and other governmental agencies, and advises program management. Develops strategies, guidance documents, and presents technical information about the HWMP.</p>
10%	<p><b><u>Project Management</u></b></p>

	Prepares project management plans or takes other actions to implement and track policy recommendations and rulemaking, including, but not limited to, developing legislative proposals, regulations, or budget change proposals.
5%	<b><u>Administrative Duties</u></b> Performs administrative duties including, but not limited to: adheres to Department policies, rules and procedures; submits administrative requests including leave, overtime, travel, and training in a timely and appropriate manner; accurately reports time in the Daily Log system; and submits timesheets by the due date.
<b>Marginal Functions (Including percentage of time):</b>	
5%	<b><u>Other Related Duties</u></b> Performs other related duties including, but not limited to: site visits of the regulated community through on-site inspection, sampling, and record reviews to secure or verify information regarding compliance with hazardous materials laws and regulations; reviews and comments on departmental guidance, policies and procedures; attends job-related departmental meetings; attends job-related training as required; provides scientific peer review of written work products, scientific and technical feedback on project plans, and advice on how to scientifically evaluate problems that have been assigned.
<b>Typical Physical Conditions/Demands:</b>	
The duties require field work approximately 10% of the time, including travel to assigned sites for field work and meetings. Conducts fieldwork oversight and work outdoors. Assigned sites may be located anywhere in California and may include rough, steep terrain. Field work may occur during early morning or late evening hours and may include mandatory overtime. During site visits, prolonged exposure to the sun, wind, rain, construction dust, dirt, plant pollen, and noisy drilling and construction equipment may occur. There is a potential for exposure to toxic and/or hazardous materials, hazardous waste, radioactive materials, insects and reptiles, and working in close proximity to heavy equipment and loud noises. Individually able to transport up to 40 pounds.	
<b>Typical Working Conditions:</b>	
The duties require all work, except field work, public meetings, and hearings, to be performed in a cubicle environment at the DTSC Headquarters office located at 1001 "I" Street, Sacramento, California 95814. Normal work hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. An alternative work schedule, or telework schedule, may be authorized on a case-by-case basis but must be consistent with DTSC alternative work schedule policies and practices. With few exceptions, all work is completed using an assigned personal computer that is connected to the DTSC local area network. The work typically requires sitting for prolonged periods while reading, writing, typing, and participating in meetings. The incumbent must complete and maintain Hazardous Waste Operations and Emergency Response (HAZWOPER) certification to perform hazardous waste fieldwork, which includes the initial 40-hour HAZWOPER required training and annual 8-hour HAZWOPER refresher classes. The incumbent shall maintain compliance with all the Health and Safety fieldwork certification including, but not limited to annual medical monitoring, first aid and CPR training.	
<b>Special Requirements of Position (Check all that apply):</b>	
<input type="checkbox"/> Duties performed may require pre-employment and/ or routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.). <input checked="" type="checkbox"/> Duties require participation in the DMV Pull Notice Program. <input type="checkbox"/> Performs other duties requiring high physical demand. (Explain below) <input type="checkbox"/> Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles. <input type="checkbox"/> Other (Explain below)	
<b>Explanation:</b>	

**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?	<input type="checkbox"/> <b>YES</b>	<input type="checkbox"/> <b>NO</b>
Employee Name	Employee Signature	Date