

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

RPA Number: 25-HWMP-189	Classification Title: Hazardous Substances Engineer (HSE)	Position Number: 810-653-3726-170
Incumbent Name: TBD	Working Title: Permitting Project Manager	Effective Date:
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month: N/A
Division/Office: Permitting Division	Section/Unit: Region 3	Reporting Location: Chatsworth
Supervisor's Name: Phil Blum	Supervisor's Classification: Supervising Hazardous Substances Engineer I (SHSE I)	CBID: R09
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 checked="" type="checkbox"/> None <input 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 close supervision at Range A; under general supervision at Range B; and under direction at Ranges C and D, of a Supervising Hazardous Substances Engineer I (SHSE I), the HSE works independently and as a team member to perform a variety of scientific, technical, and administrative tasks related to permitting, closure, and post-closure of hazardous waste facilities. Duties include, but

are not limited to:

Essential Functions (Including percentage of time):

35%	<p><u>PERMIT APPLICATION REVIEW AND PERMIT PREPARATION AND PROCESSING</u></p> <p>Reviews hazardous waste storage, treatment, and disposal facility permit applications, workplans, design plans, equipment specifications and technical reports related to permits, closure and post-closure plans, cost estimates and related activities to determine consistency with applicable laws, regulations, engineering and technical standards, technical guidance, and Departmental policy, guidance, and practice. Reviews and comments on, revises or approves engineering drawings, plans, and specifications in connection with permit applications, design of treatment and storage systems, site investigations, characterizations, and remedies for operating, abandoned or closed hazardous waste sites. Coordinates the supporting technical work of subject matter experts in engineering, geology, toxicology, of the DTSC cleanup program support services, the Environmental Chemistry Lab, Financial Responsibility Unit, air and other experts within DTSC, regional environmental agencies such as the Regional Water Quality Control Boards and local Air Districts, the California Environmental Protection Agency (CalEPA) and its Boards, Departments and Office such as, the State Air Resources Board and the State Water Resources Control Board, , and the U. S. Environmental Protection Agency (USEPA). Prepares and processes hazardous waste facility permit and permit modification decisions in consultation with the Office of Communications Public Information Officers, Office of Environmental Equity Public Participation Specialists, Permitting Division managers, the Office of Legal Counsel and the Enforcement and Emergency Response Division. Prepares and performs technical presentations to management, external stake holders, permit decision processing activities including public hearings, meetings, workshops and appeals of permit decisions.</p>
25%	<p><u>PERMIT OVERSIGHT</u></p> <p>Drives to and conducts site visits and inspections independently or in support of DTSC Enforcement and Emergency Response or other divisions, to verify compliance with permits, approved applications, orders, workplans, plans, specifications, regulatory and statutory requirements, and technical procedures. Prepares reports on the results of such visits and inspections. Prepares memos, letters, and reports on regulatory or technical issues or task progress; responds to inquiries from the DTSC Board of Environmental Safety, (BES) DTSC management, the public, site owners or operators, permittees, permit applicants, other government agencies, and the Legislature. Consults with management, professional, and technical personnel regarding all aspects of hazardous substances management, handling, processing, disposal, and resource recovery systems for the protection of public health and the environment.</p>
15%	<p><u>PROJECT MANAGEMENT</u></p> <p>Manages each assigned project consistent with current Departmental Procedures Memoranda and all other relevant guidance, laws, and regulations. Prepares and maintains a project schedule for each assigned project using the Envirostor database. Updates project status and milestone completions in Envirostor and uploads appropriate documents for internal and public access. Coordinates schedule development and execution with the project applicant, project consultants, and DTSC support services subject matter experts. Prepares written annual workplans for inclusion in the DTSC operation plan and federal grant application. Participates in regular project update sessions with management to report workplan progress. Negotiates and prepares Reimbursement Agreements (RAs) and project cost estimates; monitors and controls project costs and conducts annual meetings with applicants to explain the forthcoming year's project schedule and forecasted costs. Maintains facility files for each project consistent with relevant law, regulations, guidance, and the Permitting Division record retention schedule.</p>
5%	<p><u>CEQA COMPLIANCE</u></p> <p>Ensures DTSC compliance with California Environmental Quality Act (CEQA) requirements for permitting, closure, and post-closure activities for assigned projects. Coordinates preparation of CEQA documents, including Initial Studies, Negative Declarations, Environmental Impact</p>

	Reports, Supplemental Environmental Impact Reports, Notices of Exemption, and related correspondence in consultation with Permitting Division management, CEQA Unit, and the Office of Legal Counsel.
5%	<u>ADMINISTRATIVE DUTIES</u> Performs administrative tasks including but not limited to: adheres to Department policies, rules and procedures; ensures compliance with the appropriate bargaining unit contract; submits administrative requests including leave, overtime, travel, and training in a timely and appropriate manner; accurately reports work time and leave time daily in the Tempo Daily Log system and submits timesheets when due.
Marginal Functions (Including percentage of time):	
5%	<u>ASSIGNMENTS AND REPORTS</u> Reviews and responds to internal DTSC email requests and assignments; participates in assigned special projects and work groups; serves as permitting technical resource or subject matter expert on assigned topics; participates in the maintenance of the Permitting Division's technical resources including the Permitting electronic Resource Library (PeRL).
5%	<u>DTSC REPRESENTATION</u> Serves as a Permitting Division point of contact for DTSC management, the BES, local, State and Federal Agencies, the public, and stakeholders. Provides consultation and permitting milestone and Financial Assurance data to the Financial Responsibility Unit and the Permitting Envirostor Workgroup. Participates in and provides input to USEPA Government Performance and Results Act (GPRA) meetings. Develops and provides input to DTSC management on permitting, enforcement and waste management practices, laws, regulations, policies and guidance documents, including, but not limited to, conducting research; preparing documents; participating in public meetings, hearings, and workshops; responding to comments; interacting with industry and environmental groups; developing testing protocols for technology evaluations, and advising program management. Conducts technical and regulatory research to develop strategies and practices to address specific permitting, enforcement, and waste management issues that may be politically sensitive or directly affect public health and the environment. Prepares and presents clear and concise presentations on technical and regulatory matters to external stakeholders, public hearings, meetings, and workshops.
5%	<u>OTHER RELATED DUTIES</u> Performs other technical and administrative duties as required in support of the Permitting Division including but not limited to: reviews and comments on departmental guidance, policies and procedures; peer reviews coworkers' work; attends job-related departmental meetings; attends job-related training as required and conducts technical or administrative research.
Typical Physical Conditions/Demands:	
<p>The HSE reports to and receives most assignments from the Supervising HSE I; however, direction and assignments may also be received from a Senior HSE, a Supervising HSE II or members of the DTSC management and executive staff.</p> <p>The duties require field work, including travel to assigned sites for field work and meetings. 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 overtime may be required. During site visits, prolonged exposure to the sun, wind, rain, construction dust, dirt, plants, pollen, and noisy equipment may occur. Exposure to toxic materials, hazardous waste, radioactive materials, pathogens, animals, insects, and reptiles may occur. The HSE will be required to work near heavy equipment and loud noises. The HSE must be able to personally carry up to 40 pounds. The HSE must maintain current hazardous waste field certification, which includes an annual medical monitoring exam, 40-hour DTSC Hazardous Waste Operations and Emergency Response training (HAZWOPER), annual 8-hour HAZWOPER refresher, biennial first aid/CPR/AED, and defensive driving training, and is required to comply with the health and safety practices described in the relevant trainings.</p>	

Typical Working Conditions:

The HSE will be required to perform all work, except field work, authorized visits to other DTSC locations, stakeholder locations or public meetings, and hearings, in a cubicle environment at the DTSC office located at 9211 Oakdale Avenue, Chatsworth, California 91311-6505, unless otherwise agreed in advance and in writing with the Supervisor. Occasional or regularly scheduled telework at alternative locations may be authorized on a case-by-case basis but must be consistent with the DTSC telework policies and procedures and will require a telephone and internet connection to be provided by the HSE. Normal work hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. An alternative work schedule may be authorized on a case-by-case basis but must be consistent with DTSC alternative work schedule policies and procedures. With few exceptions, all work is completed using an assigned personal computer that is connected to the DTSC local area network.

Special Requirements of Position (Check all that apply):

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

Explanation:

The HSE will be required to comply with California Code of Regulations, title 2 section 172, which states that all employees in the state civil service shall possess the general qualifications of integrity, honesty, sobriety, dependability, industry, thoroughness, accuracy, good judgment, initiative, resourcefulness, courtesy, ability to work cooperatively with others, willingness and ability to assume the responsibilities and to conform to the conditions of work characteristic of the employment. The HSE will be required to comply with the DTSC Workplace Guidelines and Staff Expectations, which specifies that all employees must be respectful, professional and polite to the general public, regulated communities, stakeholders, representatives from other agencies, and their fellow staff, as well as other requirements. The HSE will be required to complete various mandatory training classes and comply with the presented requirements. The HSE must have the ability to conduct technical presentations regarding difficult and contentious subjects at public workshops, meetings, and hearings. The HSE will be required to maintain an unbiased and professional demeanor when working with all stakeholders, including coworkers, the regulated community, and the public. The HSE must plan and manage multiple assignments with sometimes conflicting deadlines to ensure all assignments are completed on time and within budget. The HSE must have the ability to read, understand and accurately interpret complex plans, specifications, reports, drawings, workplans, laws, regulations, guidance, schedules, and a broad range of other written materials. The HSE must communicate clearly, concisely, and accurately, both verbally, and in writing; work independently; analyze situations, requirements, and materials, prepare complex written documents, and provide verbal and written analysis, review comments, recommendations and feedback to applicants, consultants, technical support staff and management, the public and other stakeholders. The HSE must have the ability to reason logically and analyze data to reach accurate, defensible conclusions and prepare a broad range of general and technical written documents including letters, memos, reports, notices and permits accurately expressing complex and challenging information with minimal supervision, editing, or peer review. A working knowledge of Microsoft Office and similar software and ability to use the internet is required. A working knowledge of federal and state hazardous waste management laws, regulations, and technical guidance documents, and knowledge of DTSC hazardous waste management policies will be required to complete probation. The HSE handles sensitive and confidential materials/matters, and the ability to maintain confidentiality is required. The HSE must possess a valid California driver license.

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