

## EDITED TASK LISTING

### CLASSIFICATION: SENIOR HAZARDOUS MATERIALS SPECIALIST (TECHNICAL)

**NOTE:** Each position within this classification may perform some or all of these tasks.

Task Statements	
1.	Conduct extremely complex and difficult scientific evaluations, investigations, or studies dealing with undefined issues or problems involving intense conflict between various stakeholders in order to develop policies and procedures for addressing regulatory compliance using departmental advisories/memos, local, state and federal laws and regulations, etc., as needed.
2.	Assume responsibility for a facility/institution for the most complex and sensitive scientific issues to comply with applicable laws and regulations using departmental advisories/memos, local, state, and federal laws and regulations, environmental monitoring equipment, etc., as applicable.
3.	Develop scientific protocol, research studies and related programs to provide statewide technical assistance for compliance with applicable laws and regulations while protecting life, public health and safety and the environment using departmental advisories/memos, local, state and federal laws and regulations, etc., as needed.
4.	Implement scientific protocol, research studies and related programs to provide statewide technical assistance for compliance with applicable laws and regulations while protecting life, public health and safety and the environment using departmental advisories/memos, local, state, and federal laws and regulations, etc., as needed.
5.	Participate in various projects, studies, task forces, to produce guidelines, policies, services, using departmental advisories/memos, local, state, and federal laws and regulations, environmental monitoring equipment, etc., as needed.
6.	Conduct hazard/site assessments at institutions/facilities to protect life, environment and property using departmental advisories/memos, local, state, and federal laws and regulations, environmental monitoring equipment, etc., as needed.
7.	Develop scientific models for environmental/scientific evaluations and other highly complex processes/protocols, using departmental advisories/memos, local, state, and federal laws and regulations, environmental monitoring equipment, etc., as needed.
8.	Investigate and develop resource recovery, waste reduction, and other alternative technologies and practices in order to preserve natural resources and comply with applicable laws and regulations using departmental advisories/memos, local, state, and federal laws and regulations, environmental monitoring equipment, etc., as needed.
9.	Develop policies, advisories/memos, directives, programs, etc., to comply with applicable laws and regulations using local, state, and federal laws and regulations, etc., as required.
10.	<b>Prepare project plans to alleviate the impact of the release of hazardous materials on the environment using departmental policies/advisories/memos, local, state, and federal laws and regulations, environmental monitoring equipment, etc., as needed.</b>

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<b>Task Statements</b>	
11.	<b>Exercise initiative in anticipating complex and controversial new issues in hazardous material and waste management and control, in order to develop and recommend programs which addresses such issues using staff knowledge and expertise, departmental advisories/memos, local, state, and federal laws and regulations, etc., as needed.</b>
12.	<b>Provide research and/or high level scientific evaluations on highly controversial and complex projects concerning public health and environmental protection to produce reports, guidelines and/or recommendations using departmental advisories/memos, local, state, and federal laws and regulations, environmental monitoring equipment, etc., as needed.</b>
13.	<b>Develop and implement new hazardous material and waste control methodologies and procedures for a safer work environment utilizing staff knowledge and expertise, departmental advisories/memos, local, state, and federal laws and regulations, etc., as applicable.</b>
14.	<b>Consult with environmental regulatory agencies to achieve compliance with applicable laws and regulations, Institution/Facility Hazardous Materials Management Plan (Business Plan), using online resources, personal communication methods, etc., as needed.</b>
15.	<b>Conduct peer review to ensure compliance with the California Department of Corrections and Rehabilitation (CDCR) using Departmental Operations Manual (DOM), State Administrative Manual (SAM), departmental advisories/memos, local, state, and federal laws and regulations related to hazardous material and waste as requested.</b>
16.	<b>Administer staff training programs for hazardous materials/waste management, asbestos, lead and mold awareness, to ensure staff proficiency and compliance with applicable laws and regulations using approved lesson plans, state laws and regulations, etc., as needed/required.</b>
17.	<b>Participate as a trainer on hazardous materials and waste/health and safety topics to familiarize institution management and staff with general knowledge of hazardous materials awareness, health and safety issues/hazard communication using DOM, SAM, available training manuals, and applicable state and federal laws and regulations, as requested.</b>
18.	<b>Develop scope of work related to hazardous material and waste services contracts using approved contract template, the Business Information System (BIS) and departmental budget, as needed.</b>
19.	<b>Ensure implementation of hazardous material and waste services contracts scope of work using the Business Information System (BIS) and departmental budget, as needed.</b>

*Tasks highlighted in bold text are not currently on the SPB classification specification*

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20.	<b>Verify delivery of hazardous material and waste services per contract scope of work and in compliance with the Business Information System (BIS) and departmental budget, as needed.</b>
21.	<b>Provide regulatory expertise in order to resolve issues related to hazardous materials and waste having regulatory impact on CDCR programs/institutions using State and Federal regulations, DOM, SAM, etc., as requested.</b>
22.	<b>Conduct site visits at facilities/institutions to determine issues of concern related to hazardous materials and waste management operations and to ensure staff are performing in compliance with applicable regulations and standards using DOM, SAM, departmental advisories/memos, local, state, and federal laws and regulations, etc., as needed.</b>
23.	<b>Review and maintain Safety Data Sheets (SDS) and other documentation associated with hazard communication in accordance with Title 8 of the California Code of Regulations, Section 5194-Hazard Communication.</b>
24.	<b>Prepare and submit reports (e.g., Biennial Hazardous Waste Report, Exception Report, etc.) to State and federal agencies to maintain compliance with applicable laws and regulations using forms and processes, as required.</b>
25.	<b>Apply for and maintain permits to construct/operate all regulated site equipment using regulatory agency website and forms, as required by Air Pollution Control Districts (APCD).</b>
26.	<b>Calculate and file the Annual Air Toxic Emissions Report for the facility/institution to participate in the Basin Air Quality Management Plan using data from the facility and online electronic formats provided by the local agency, as required.</b>
27.	<b>Review and assess on-site Ground Water Monitoring Well analytical results, prepared by engineering consulting firms, against regulatory operating permit requirements for chemicals of concern.</b>
28.	<b>Ensure domestic and international hazardous waste shipping manifests are properly prepared, tracked and maintained for proper offsite treatment/disposal using State and Federal laws and regulations, as needed.</b>
29.	<b>Ensure proper storage, accumulation and removal of hazardous waste/universal waste in a timely manner, in accordance with State and Federal laws and regulations.</b>
30.	<b>Ensure ongoing medical monitoring requirements are met for the in-house abatement teams using medical contractors and the departmental budget, as required.</b>