

## **Hazardous Materials Supervisor 7325**

### *TASK LIST 2024*

1. Plans, organizes, and reviews the work, such as reviewing inspection reports, of scientific, professional and technical staff engaged in the Certified Unified Program Agency (CUPA) programming order to ensure an effective workgroup;
2. Monitors processes and timelines, and evaluates staff final product, including project progress of program staff, sufficient to meet section goals;
3. Provides direction and guidance on unusually complex and sensitive Unified Program issues and projects to ensure regulatory compliance;
4. Oversees the preparation of analyses, reports, and correspondence, like the self-audit and fee accountability reports, on Unified Program matters sufficient to maintain compliance with state mandates;
5. Participates in the development and implementation of new policies, procedures, programs, regulations, and guidelines related to the Certified Unified Program inspections, enforcement, compliance, and scientific studies;
6. Assists with administrating program budget, and monitoring operating costs, and proposing fees adjustments;
7. Serves as technical expert and project leader in complex studies, investigations and projects, including the investigation of petroleum refinery incidents in the City, in order to ensure regulatory compliance;
8. Represents management in regional CUPA forum board meetings in order to provide program updates and collect information, such as legislative changes, that would impact the Unified Program;
9. Organizes seminars, conferences, and symposiums to share information, including California Environmental Reporting System (CERS) workshops to submit hazardous inventory, with the public, environmental interest groups, and the regulated business community sufficient to promote public and business safety;
10. Provides in-service training, public information, and educational programs to provide Unified Program updates to sworn officers during quarterly training in order to provide education to department members;
11. Responds to complaints and inquiries, including information requests, from the public;
12. Perform analyses and generates a comprehensive report using various software tools, including daily time and activity of staff and section compliance with state mandates , to collect, analyze, visualize data, and compile the findings into professional documents, such as the CUPA Data Management System and California Environmental Reporting System.

## **Supervisory Tasks**

13. Performs supervisory functions, which includes arranging, directing, prioritizing, reviewing, and evaluating the CUPA staff members' work processes and final products; conducting performance evaluations; and implementing and enforcing standard operating policies and procedures for CUPA scientific, professional, and technical staff members.
14. Applies the principles of Equal Employment Opportunity (EEO) through the promotion of a positive work environment through training, discussion and monitoring employees' behavior regarding cultural diversity, sexual harassment, discrimination, and taking appropriate corrective action when necessary to ensure compliance with City and department policies and procedures.
15. Discusses completed work with employees, including quantity and quality, timeliness, and problems encountered; and provides verbal and/or written feedback in order to provide recognition of good/poor performance and to coach them for effective performance of current and future assignments.
16. Documents job performance of staff by evaluating employees in areas relevant to the job; performs employee evaluations and completes documentation; and discusses evaluations with the employee in order to provide feedback, identify developmental needs, and prepare employees for career advancement opportunities.
17. Orients new employees by explaining CUPA job requirements, including departmental and building orientation, in order to ensure new staff members are prepared to complete their job duties successfully and in accordance with Department standards.