

**CLASS SPECIFICATION**  
**SAN DIEGO CITY CIVIL SERVICE COMMISSION**  
**RECYCLING SPECIALIST I - 1559**

**DEFINITION:**

Under general supervision, to coordinate the development and implementation of routine recycling projects; and to perform related work.

**DISTINGUISHING CHARACTERISTICS:**

This is the sub-journey class in the Recycling Specialist series. Most positions are classified at the Recycling Specialist II level, which is the fully trained journey-level. In a training capacity, positions may be underfilled with Recycling Specialist I in accordance with the City's Career Advancement Program. This class is distinguished from the next higher class, Recycling Specialist II, in that Recycling Specialists I typically are assigned routine and less complex projects under close supervision and guidance.

**\* EXAMPLES OF DUTIES:**

- Studies and researches assigned municipal recycling, waste reduction, and diversion projects;
- Plans, develops, and implements assigned recycling projects;
- Conducts grant fund research and prepares draft applications;
- Coordinates assigned private and public sector recycling, waste reduction, and diversion projects;
- Conducts waste audits;
- Makes informational presentations to business and community groups;
- Prepares reports.

**MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

A Bachelor's Degree or equivalent education (i.e., minimum completed units of 120 semester/180 quarter), **AND** one year of full-time professional-level experience planning, developing, administering, and/or implementing public or private recycling, waste reduction, and diversion programs and/or non-burn resource recovery programs. Possession of a California Class C Driver's License.

- \* EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**