

July 1, 1999

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
RECYCLING SPECIALIST II

DEFINITION:

Under direction, at the journey-level, to coordinate the development and implementation of difficult and complex recycling projects; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the fully experienced or journey-level class in the Recycling Specialist series. Incumbents of this class are expected to perform their duties with only occasional instruction or assistance as new or unusual situations arise. Positions classified at this level may be underfilled with an Administrative Trainee or Recycling Specialist I.

* **EXAMPLES OF DUTIES:**

- Studies and researches municipal recycling projects;
- Plans, develops and implements recycling projects;
- Conducts grant fund research and prepares draft applications;
- Coordinates private and public sector recycling 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 Announcement for updated minimum qualifications.

A Bachelor's degree or equivalent education (i.e., minimum completed units of 120 semester/180 quarter units), **AND** two years of professional experience in planning, developing, administering and/or implementing public or private recycling programs or non-burn resource recovery programs. A Master's degree in Public Administration, Business Administration, or Environmental Science may be substituted for a maximum of six months of the required experience. Additional qualifying professional experience may be substituted for education lacked on a year-for-year basis. 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.