

Environmental Technician (7316)

TASK LIST - 2024

1. Reviews regulated business submittals such as Facility Information and Hazardous Materials Inventories in California Environmental Reporting System (CERS), in order to validate information submitted by businesses and process submittals.
2. Generates files such as invoices and public records, in order to send information to requesters and businesses.
3. Works with Information Technology staff on projects such as database testing, troubleshooting issues, developing new reports, and assisting with webpage layout configuration in order to streamline data management.
4. Trains Certified Unified Program Agencies (CUPA) staff on duties such as use of CERS and the CUPA inspection software, in order to ensure new inspectors and clerical staff have sufficient knowledge to complete work tasks.
5. Provides information such as Fire Department functions, procedures, activities and policies, the status of projects, and legal provisions at a public counter, over the telephone, or via electronic mail in order to assist regulated businesses and the public.
6. Gathers information from a variety of sources such as search engines and internal databases, in order to complete informed decision making and improve operations.
7. Summarizes, interprets, and updates data to prepare reports in programs such as EnvisionConnect and California Environmental Reporting System (CERS), in order to identify inconsistencies and maintain accurate data for operations.
8. Performs file searches for information not readily available or for complex cross-references using resources such as the Los Angeles County Taxpayers Association (LATax), Zone Information and Map Access System (ZIMAS), Los Angeles Land Use Planning and Management Subsystem (LUPAMS) and Secretary of State Business Search, in order to find relevant business property information.
9. Performs tasks such as gathering data, preparing legal case documents, and coordinating administrative enforcement hearings in order to assist the Certified Unified Program Agencies (CUPA) legal unit.
10. Monitors Certified Unified Program Agencies (CUPA) programs, such as the Hazardous Materials Business Plan (HMBP) program in order to notify non-compliant businesses.
11. Composes routine correspondence such as reports, memoranda, statistical tabulations, and other documents following general guidelines established by city, state, and federal policies, in order to present data to relevant parties.