



# CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT



CALIFORNIA STATE GOVERNMENT -- AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE ILLEGAL USE OF DRUGS IS INCONSISTENT WITH THE LAWS OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

**DEPARTMENT:** DEPARTMENT OF TOXIC SUBSTANCES CONTROL  
**POSITION TITLE:** ASSISTANT DEPUTY DIRECTOR,  
ENFORCEMENT AND EMERGENCY RESPONSE PROGRAM  
**CEA LEVEL:** DIVISION CHIEF, DTSC, CEA  
**FINAL FILING DATE:** JULY 13, 2007  
**SALARY:** \$8,839 to \$9,746

**DUTIES/RESPONSIBILITIES:** Under the general direction on the Deputy Director, Enforcement Program, the incumbent will plan, organize, coordinate and direct the technical work of staff in the Enforcement and Emergency Response Program, including establishing enforcement goals in coordination with the Strategic Plan; defining the required level of resources to meet program goals; and managing program budget within allocations determined by the Deputy Director. The incumbent will direct the development of performance measures, results and outcomes as part of efforts to establish a performance based management system; evaluate procedures, databases and work plans for consistency with desired outcomes and performance; and direct the development of strategies and plans to maintain the highest qualified workforce and to address succession planning.

**MINIMUM QUALIFICATIONS:** Applicants should meet at least one of the following requirements:

- (1) Permanent California State Civil Service Status; or
- (2) A current or former Legislative employee who meets the criteria in Government Code Section 18990 or a non-elected Executive Branch exempt employee who meets the criteria in Government Code Section 18992; **and**

Either I

Two years of experience in California State service performing hazardous substances management duties in a supervisory or management capacity at a level of responsibility not less than a Supervising Hazardous Substances Scientist II, Supervising Engineering Geologist, or Supervising Hazardous Substances Engineer II.

Or II

Four years of experience in California State service performing hazardous substances management duties in a supervisory or management capacity at a level of responsibility not less than a Supervising Hazardous Substances Scientist I, Supervising Engineering Geologist, or Supervising Hazardous Substances Engineer I.

Or III

Five years of broad and extensive experience in increasingly responsible professional positions in hazardous substances management, regulation, analysis or research; environmental research, monitoring, surveillance or enforcement; or resource recovery. At least two years of the required experience must have been in a supervisory or management capacity at a level of responsibility equivalent to a Supervising Hazardous Substances Scientist II, Supervising Engineering Geologist, or Supervising Hazardous Substances Engineer II and must have included responsibility for the following: substantial participation in development or implementation of environmental health or hazardous substance control research, monitoring or surveillance and enforcement policies or programs, or coordinating the work of a multi disciplined environmental or hazardous material permitting, site clean up or investigation staff.

**Education:** Equivalent to graduation from an accredited college or university approved by the California Superintendent of Public Instruction under the provisions of California Education Code Section 94310 with 30 units or more in environmental, biological, chemical, physical, or soil science; environmental health; engineering, geology, engineering geology or a directly related scientific or engineering field.

(Additional qualifying experience in hazardous materials management, regulation, analysis, or research; environmental research, monitoring, surveillance or enforcement; or resource recovery may be substituted for the required education on a year-for-year basis up to a maximum of two years. When substituting experience for education, qualifying education must include a minimum of 30 semester units in the science subjects noted above from an accredited college or equivalent units from an institution approved by the California Superintendent of Public Instruction under the provisions of California Education Code Section 94310).

(Possession of a Master's Degree in the subjects specified above or a directly related scientific or engineering field may be substituted for one year of the general experience. Possession of a doctorate in the subjects specified above or a directly related scientific or engineering field may be substituted for two years of the general experience).

Knowledge of: Principles, practices and trends of public administration including fiscal, personnel management and supervision; strategic planning development, implementation and evaluation techniques; organization and functions of California State Government including the organization and practices of the legislative and Executive Branch; Federal legislative, budget and regulatory process; policy formulation, development and evaluation techniques; State and Federal statutes and regulations regarding hazardous waste; developing and implementing hazardous waste programs related to hazardous waste cleanups, facility permitting, surveillance and enforcement and other related support activities; media relations; the Department's Equal Employment Opportunity (EEO) Program and objectives; a manager's role in the EEO Program and the processes available to meet EEO objectives.

Ability to: Provide leadership in accomplishing basic functions and strategic objectives; effectively plan, organize, direct and coordinate a major public program of statewide scope; represent the State's hazardous waste management programs before the highest levels of State and Federal Government, private industry, community and environmental groups and before courts of jurisdiction; communicate effectively; analyze situations accurately and adopt an effective course of action; effectively contribute to the Department's EEO objectives.

These knowledges and abilities are expected to be obtained from broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies. Experience may have been paid or volunteer, in State service, other government settings, or in a private organization.

#### **DESIRABLE QUALIFICATIONS:**

- Demonstrated ability to practice discretion in light of the highly sensitive and confidential nature of environmental quality and multi-media enforcement, including investigation, case development and settlement;
- Demonstrated capability to communicate and interact with both public and private organizations in California, the United States, and internationally including Attorney General's Office, local prosecutors, and members of the Legislator;
- Working knowledge of environmental statutes (such as the Resource Conservation and Recovery Act [RCRA] and the Comprehensive Environmental Response Compensation and Liability Act [CERCLA]);
- Well-developed interpersonal skills and ability to communicate effectively; ability to formulate and implement sound policy recommendations.

#### **EXAMINATION INFORMATION:**

An evaluation committee will review and screen all applications submitted on the basis of background, demonstrated management ability as well as the desirable qualifications. Candidates with the most competitive experience and background will have their application submitted to the Deputy Director for further consideration. Interviews may be conducted by the evaluation committee and/or the Deputy Director. References will be contacted to verify knowledge, abilities, and experience. The Deputy Director will make the final selection. All candidates will be notified of the results. Qualified candidates of this examination may be contacted to fill subsequent vacancies in this position within the next 12 months.

#### **FILING INSTRUCTIONS:**

Submit a standard state application, resume, references, and a statement of qualifications. The statement of qualifications should summarize the candidate's perception of his/her state of preparedness to assist the Deputy Director in the management and operation of the Enforcement and Emergency Response Program. This statement should be concise and no more than one page in length. These are to be submitted by the final filing date to:

Department of Toxic Substances Control  
Human Resources Branch  
1001 "I" Street, 21<sup>st</sup> Floor  
P.O. Box 806  
Sacramento, CA 95812-0806  
ATTN: Mary Ellen Lucero, Phone (916) 322-8669