



**DEPARTMENT OF TOXIC SUBSTANCES CONTROL
EMPLOYMENT OPPORTUNITY
GOVERNOR'S EXEMPT APPOINTMENT**

EQUAL EMPLOYMENT OPPORTUNITY

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

CLASSIFICATION:	ASSISTANT DIRECTOR FOR ENVIRONMENTAL JUSTICE
SALARY RANGE:	\$6,605 - \$7,357 / MONTH
JOB LOCATION:	SACRAMENTO, CYPRESS OR CHATSWORTH
FINAL FILING DATE:	UNTIL FILLED

POSITION DESCRIPTION

Under the general direction of the Chief Deputy Director, Department of Toxic Substances Control (DTSC), the Assistant Director for Environmental Justice (EJ) is responsible for the coordination of the Department's EJ activities. Specific activities include, but are not limited to: planning, coordinating, and overseeing the implementation of DTSC's EJ programs and policies including implementation of the CalEPA's EJ Action Plan; consulting and coordinating with DTSC Executive Staff on the development of policies and procedures and making recommendations to improve EJ programs and activities; providing policy direction on current and emerging issues; developing proposals to refine elements of the program; serving as chief advisor to the Director and other members of the Executive Staff on EJ policies and procedures; serving as DTSC's primary point of contact on EJ issues with the public, businesses, federal, state, and local governmental agencies; assisting CalEPA in preparing a triennial update report to the Legislature and Governor on the progress in implementing those parts of the Public Resources Code (PRC) sections 71110-71114; establishing a process to conduct meetings, outreach and workshops to facilitate communication and participation in EJ communities; developing and implementing training for department staff on cultural norms, cultural settings, demographics and social economics of EJ communities; developing training curriculum, course content and handouts; reviewing and maintaining an understanding of Department regulations, policies, goals, and objectives which support the Department's mission and vision; and performing other related EJ activities. The incumbent has frequent contact with the Governor's Office, Legislators, legislative staff, Director, Chief Deputy Director, Members of DTSC's executive team, management from other agencies, Department of Finance, Legislative Analyst's Office, stakeholders and the public.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy functions effectively. Such overall ability requires possession of most of the following specific knowledge and abilities:

- Knowledge of the organization and functions of California state government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

- Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

DESIRABLE QUALIFICATIONS

Applicants will be screened on the basis of background and demonstrated management ability, with weight given to the ability to meet the following desirable qualifications:

- Demonstrated knowledge of the Department's mission, goals, programs, and policies.
- Demonstrated experience working with a diverse group of professionals.
- Demonstrated ability to communicate effectively both verbally and in writing.
- Demonstrated ability to organize, direct, and coordinate multiple projects.
- Demonstrated ability to develop and implement policies.
- Demonstrated ability to make improvement, solve problems or take corrective action when problems arise.
- Demonstrated ability to plan proactively and respond to adverse productivity.
- Commitment to DTSC's Equal Employment Opportunity Program.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others.

HIRING PROCESS

The hiring process will consist of an application and Statement of Qualifications review. The Statement of Qualifications will be used to evaluate a candidate's education, experience and ability. The Statement of Qualifications may also serve as documentation of each candidate's ability to present information clearly and concisely in writing since this is a critical factor to successful job performance.

FILING INSTRUCTIONS

Interested candidates **MUST** submit a Standard State Application (STD. 678), Statement of Qualifications, resume, and professional references. The application **MUST** include "to" and "from" dates (month/year), former supervisors, time bases, and position titles. Application documents must be submitted by postal mail.

Application (STD.678), Statement of Qualification, resume, and professional references to:

Chhing Chau, Examination Unit
 Department of Toxic Substances Control
 1001 I Street, 21st Floor
 Sacramento, CA 95814
 916-322-8669
Chhing.Chau@dtsc.ca.gov

IN ADDITION, YOU MUST SUBMIT THE ON-LINE GOVERNOR'S APPOINTMENT APPLICATION LOCATED AT http://gov.ca.gov/m_appointments.php DIRECTLY TO THE GOVERNOR'S OFFICE.

Questions regarding the application process may be directed to Chhing Chau at Chhing.chau@dtsc.ca.gov or (916) 322-8669

STATEMENT OF QUALIFICATIONS

In addition to a resume, all interested applicants are required to submit a Statement of Qualifications with specific information, including work related examples on how his/her background, knowledge, skills, and abilities meet the desirable qualifications and the general qualifications. The Statement of Qualifications must discuss the following critical factors:

- Developing and implementing program goals, objectives, and strategic plans.
- Managing multi-disciplinary teams to achieve a defined objective.
- Leading and developing broad program goals.
- Drafting policies, rules, regulations or legislation.
- Setting performance standards or objectives.
- Working with legal counsel such as public prosecutors and/or in-house counsel for regulatory agencies.
- Personnel matters such as hiring, dismissal, and performance evaluations.
- Any special qualifications or experience which qualifies you for this position.

When completing the Statement of Qualifications, these formatting guidelines must be followed:

- Responses must be typed, single-spaced with a font equivalent to 10-point size Arial.
- Document margins must be 1 inch on all sides.
- In the upper right-hand corner of each page, list your full name and the date.
- Statement of Qualification must not exceed three pages in length.

Statement of Qualifications that do not conform to the specifications above may be disqualified.

ADDITIONAL INFORMATION

All applications will be screened and only the most qualified candidates will be scheduled for an interview. Travel expenses incurred to attend interviews are the sole responsibility of each candidate.

CONDITIONS OF EMPLOYMENT

The Assistant Director for Environmental Justice is appointed by the Governor (i.e. “at will” employment). Therefore, the Assistant Director for Environmental Justice may be terminated at any time without notice, cause, or right of appeal.

COMPENSATION AND BENEFITS

Benefits: Retirement program under the California Public Employees Retirement System, medical, dental, vision, life insurance, holidays (11 per year), personal holiday (1 per year), domestic partner coverage.

Optional Benefits: Group legal services, deferred compensation, additional life insurance coverage, long-term care and employee assistance program.

California Relay (Telephone) Service for the Deaf or Hearing Impaired: From TDD phones: (800) 735-2929, from voice phones: (800) 735-2922

Classification Details: [CEA and Exempt Appointees](#)