



**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.

<b>CLASSIFICATION:</b>	<b>DEPUTY DIRECTOR, SITE MITIGATION AND BROWNFIELDS REUSE PROGRAM</b>
<b>SALARY RANGE:</b>	<b>\$11,604 - \$12,927 / MONTH</b>
<b>JOB LOCATION:</b>	<b>SACRAMENTO</b>
<b>FINAL FILING DATE:</b>	<b>UNTIL FILLED</b>

**POSITION DESCRIPTION**

Under the administrative direction of the Chief Deputy Director, the Deputy Director is responsible for planning, organizing, and directing the activities of approximately 350 engineers, scientists, engineering geologists, and other technical and administrative staff in the Brownfields and Environmental Restoration Program (Cleanup Program). The Cleanup Program protects public health and the environment by overseeing the cleanup and remediation of commercial property, military bases, and proposed or expanding school sites previously contaminated by hazardous waste products. Specific duties include, but are not limited to:

Oversees the work of Statewide Cleanup Operations staff and multiple Cleanup Program administrative and technical support staff responsible for the following: statewide cleanup operations, engineering and special projects, geology support, grants and program support, human and ecological risk assessment, and Schools Evaluation and Brownfields Outreach program. Develops, recommends, and implements policy regarding the State's site cleanup laws and participates in the federal Superfund program. Serves as the principal advisor to senior management on sensitive and complex issues relating to clean-up activities and sites. Analyzes complex research findings and scientific data, develops defensible conclusions, and explains them to all staff levels within and outside state service. Provides overall direction on emerging areas of site cleanup issues. Reallocates resources as necessary. Develops proposals to refine elements of the program. Establishes short and long-range program goals in accordance with DTSC's Strategic Plan. Identifies and procures adequate levels of resources needed to meet program goals, manages the program's budget, and oversees contractual services allocations. Directs the development and revision of regulations, policies, and standards related to the responsibilities of the Cleanup Program in a manner consistent with State and Federal law. Advises and consults with local environmental regulatory agencies and public interest groups with respect to the administration of such laws, regulations, standards, and policies. Analyzes complex regulatory issues and provides sound technical recommendations to management and staff within DTSC. Represents DTSC in decision-making related to DTSC's Cleanup Program and acts as liaison with other boards, departments and offices within Cal/EPA to coordinate Cleanup Program decisions. Presents and defends findings before governmental bodies, scientific organizations, special interest groups and communities. Establishes and maintains cooperative working relationships with Federal, State and local government agencies, and within DTSC to ensure coordinated Cleanup Program decisions. This position operates in a highly visible capacity and must be prepared to explain and defend the short and long-term strategic goals and objectives, as well as policies and practices of the Department and the Cleanup Program.

## **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 must be sent to:**

Chhing Chau, Examination Unit  
Department of Toxic Substances Control  
1001 I Street, 21<sup>st</sup> Floor  
Sacramento, CA 95814

**IN ADDITION, YOU MUST SUBMIT THE ON-LINE GOVERNOR'S APPOINTMENT APPLICATION LOCATED AT [http://gov.ca.gov/m\\_appointments.php](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](mailto: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 one 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 Deputy Director, Site Mitigation and Brownfield Reuse Program is appointed by the Governor (i.e. "at will" employment). Therefore, the Deputy Director, Site Mitigation and Brownfield Reuse Program 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](#)