

DEPARTMENT OF ENERGY AND ENVIRONMENTAL PROTECTION
JOB OPPORTUNITY
ENVIRONMENTAL PROTECTION ASSISTANT DIVISION DIRECTOR

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: DEEP Employees Only

Location: Bureau of Materials Management and Compliance Assurance, Engineering and Enforcement Div.
79 Elm St., Hartford

Job Posting No: 00106238

Type of Position: Full-time, Permanent

Annual Salary: \$94,803-129,274 (MP68)

Closing Date: October 1, 2014 **Position being reposted to reflect correct experience and training**

Eligibility Requirement: Candidates must meet the following experience and training.

General Experience: Nine (9) years of professional experience in natural resource management, environmental conservation, energy research, energy planning, energy policy development, public outdoor recreation, pollution prevention, reduction and management, environmental regulatory programs or other related environmental protection field. **Special Experience:** One (1) year of the General Experience must have been in a supervisory capacity responsible for the supervision of professional and technical support staff performing environmental protection work.

Notes: 1. Supervisory capacity is interpreted as scheduling, assigning and overseeing work, establishing performance standards for employees and taking corrective measures to implement those standards.

2. For State Employees, the Special Experience is interpreted at the level of Environmental Protection Supervising Sanitary Engineer (Environmental Protection), Environmental Protection Supervising Air Pollution Control Engineer, Environmental Protection Supervising Civil Engineer, Environmental Protection Supervising Environmental Analyst, Environmental Protection Supervising Forester, Environmental Protection Supervising Fisheries Biologist, Environmental Protection Supervising Wildlife Biologist or other comparable supervisory title responsible for the supervision of professional and technical support staff performing environmental protection work.

Substitutions Allowed:

1. College training in a scientific or technical discipline related to the environmental field, including but not limited to the biological, earth, or physical sciences; environmental planning; environmental law; economics; leisure services; geographic information systems; geography with a concentration in geographic information systems; natural sciences; natural resources may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree. 2. A Master's degree in a scientific or technical discipline related to the environmental field as listed above including but not limited to the biological, earth, or physical sciences; environmental planning; environmental law; economics; leisure services; geographic information systems; geography with a concentration in geographic information systems; natural sciences; natural resources may be substituted for five (5) years of the General Experience. 3. A law degree with a concentration in environmental protection or doctorate degree in a field related to environmental protection may be substituted for six (6) years of the General Experience. *Note: Education may only be substituted for a total of six (6) years.

Candidates who have previously applied for this position do not need to reapply.

State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

Description of Duties:

The Assistant Director is responsible for overseeing all aspects of the hazardous waste, solid waste, pesticide and recycling program regulatory functions for the Bureau of Materials Management and Compliance Assurance, Waste Engineering and Enforcement Division (WEED). The position requires a dynamic individual with strong leadership, interpersonal and technical skills to plan and implement effective waste and materials management programs consistent with the agency's strategic objectives and mission. The position is responsible for the efficient administration of complex permitting and enforcement programs, multifaceted compliance assistance and outreach programs, regulatory, programmatic and policy development, implementation of the Solid Waste Management Plan, strategic planning, personnel management and other related support functions. Responsibilities include: Managing a full range of tasks to plan and implement for the waste and materials management regulatory programs; Directing the action needed for the day-to-day operations of the division, managing staff, prioritizing work for alignment with strategic objectives, enhancing productivity, and assuring assignments and commitments are completed in a timely manner; Tracking and evaluating, permitting, enforcement, compliance assistance, and program development work; Reviewing technical work products, reports, regulations, and recommendations submitted by supervisors to assure consistency and validity of technical, and policy considerations and requirements; Engaging with U.S. EPA, the regulated community, citizen and environmental groups, other stakeholders state and federal agencies and the general public; Representing the agency at stakeholder & regional meetings, professional societies and hearings; Assisting the Director in formulating policies, objectives and goals consistent with the department's policies and bureau's operational needs and assists with strategic planning; Working with supervisors to develop work plans, metrics, work priorities and assure commitments are met in a timely manner; Planning for staff development, assuring accountability related to performance expectations, takes disciplinary and other actions, administers human resources and affirmative action policies.

Preferred Candidate Will Have:

- Excellent supervisory, management and organizational skills, including a demonstrated ability to lead a highly technical and experienced workforce;
- Demonstrated ability to oversee administrative procedures while incorporating change to achieve the goals of the Department;
- Excellent interpersonal, oral and written communication skills with significant experience in public speaking;
- Considerable experience articulating complex technical, regulatory, policy or operational information to a wide variety of audiences in a clear and simple manner;
- Significant knowledge in state and/or federal laws/regulations related to administrative practices and procedures and waste and materials management including principles and practices of sustainable materials management is a plus;
- Experience developing and implementing, innovative approaches and developing public policy to address complex and/or emerging environmental issues;
- Excellent experience in problem solving and project management;
- Significant knowledge and experience in personnel management practices;
- Proven experience exercising critical thinking, managing productivity, defining expectations, establishing measurable goals, coordinating programs and making sound decisions;
- Advanced degree such as an MBA, MPA, and/or Juris degree is a plus;
- Advanced computer skills and working knowledge of current information technology is a plus.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules if applicable.

APPLICATION INSTRUCTIONS To be considered for this position, qualified candidates must submit a cover letter, resume, and Application for Employment ([CT-HR-12 form](#)) to be received no later than the Closing Date above. Current State employees must also include copies of their two most recent performance appraisals. **(Incomplete packages will not be considered.)**

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AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The Connecticut Department of Energy and Environmental Protection is an Affirmative Action and Equal Opportunity Employer that is committed to complying with the Americans with Disabilities Act. To request an accommodation contact us at (860) 418-5910 or deep.accommodations@ct.gov