

**DEPARTMENT OF ENERGY AND ENVIRONMENTAL PROTECTION
LATERAL TRANSFER/PROMOTIONAL OPPORTUNITY
EP SUPERVISING ENVIRONMENTAL ANALYST**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: DEEP Employees Only

Location: Bureau of Air Management, Engineering and Enforcement Division
Administrative Enforcement Group

Job Posting No: 106338

Type of Position: Full-time, Permanent

Annual Salary: \$71,319.00 to \$98,865.00 (ES29)

Closing Date: November 22, 2013

Eligibility Requirement: Candidates must have applied for and passed the **EP Supervising Environmental Analyst** exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

Description of Duties: This position will supervise the Administrative Enforcement staff in the Engineering and Enforcement Division. This includes but is not limited to scheduling, assigning, and reviewing the work of staff; providing staff training and assistance; conducting performance evaluations; determining priorities and planning office work; and establishing and maintaining office procedures. As a working supervisor, the position is also responsible for:

- Overseeing staff and unit operations and assuring staff achieve performance objectives in an environment of diminishing resources;
- Classifying violations of air pollution control regulations and determining appropriate enforcement responses;
- Managing and developing administrative orders and preparing referrals to Attorney General;
- Maintaining confidential files and case documentation;
- Calculating penalty recommendations and coordinating source specific activities with other units in the Division, Bureau and Department;
- Resolving contentious issues and situations in a diplomatic, professional and effective manner;
- Identifying problems and opportunities in a timely manner and developing innovative strategies to address them;
- Implementing the lean process and IT solutions to deliver more services better and faster;
- Identifying both programmatic and environmental problems and opportunities in a timely manner and initiating solutions and strategies to address them. This position is critical to ensuring that violations identified by the Bureau's enforcement staff are addressed by timely and appropriate enforcement responses, resulting in higher compliance rates and improved air quality.

Preferred Candidate Will Have:

- Excellent written and oral communication skills and considerable experience communicating technical information in a clear and concise manner;
- Experience identifying problems and opportunities in a timely manner and developing innovative strategies and approaches to best address them;
- Experience exercising good judgement when determining how to make independent decisions or seek management guidance;

- Consistent track record of being efficient, organized and completing work in a timely manner, given competing demands;
- Knowledge and/or experience evaluating work practices and developing new procedures to increase efficiency and quality of service;
- Excellent working knowledge of the DEEP's Environmental Response Policy, the administrative enforcement process and other enforcement-related policies available on the Electronic Desk Reference;
- Considerable ability to exercise critical thinking, manage workflow, define expectations and establish measurable goals, coordinate activities and make sound decisions;
- Excellent working knowledge of air pollution control regulations, including federally delegated requirements;
- In-depth working knowledge of complex sources of air pollution and control technologies;
- Ability to look at sources comprehensively, identify all violations at the site, define the supporting evidence necessary to document all violations, and specify what is required to correct all the violations;
- Commitment to consistent accuracy and thoroughness and ability to assure consistency and quality of formal enforcement actions and must possess strong negotiation skills.

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

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, a CT-HR-12 Application for Employment and current state employees must provide a copy of his/her last two performance appraisals to: **(Incomplete packages will not be considered)**

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Human Resources Division
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AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

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