



Appointment Type: Permanent
Working Time: Part Time (21-31 hrs per week)
Reference Code: NB00019561*
Opening Date: 11/04/2009
Closing Date: 11/18/2009



Emergency Planning & Community Right-to-Know Act (EPCRA) Specialist / ES1 \$1906.50 - \$2469.75 per month (Range 38)

Agency Information

MISSION & VISION

The Department of Ecology's mission is to protect, preserve and enhance Washington's environment, and promote the wise management of our air, land and water for current and future generations.

This means protecting both humans and the environment from pollution; restoring and preserving important ecosystems that sustain life; and finding ways to meet human needs without destroying environmental resources and functions. Fundamental to achieving these results lies in our everyday interaction with citizens, stakeholders, and the public we regulate. We treat our customers as partners and collaborators: provide respectful and prompt service; explore creative solutions for the best results; and act with integrity. Also critical is maintaining effective infrastructures and a workforce that is committed, productive and successful. We invest in our employees to create and sustain a working environment that encourages creative leadership, teamwork, professionalism and accountability.

The citizens of Washington trust that the Department of Ecology supports and assists them in promoting the sustainable environmental and economic well being of the state. That trust, coupled with our effectiveness, helps Ecology to continue to receive the support it needs to advance our environmental mission.

To learn more about our Agency, please visit our website at: www.ecy.wa.gov

POSITION INFORMATION:

There is one current part-time (30 hrs per week) Emergency Planning & Community Right-to-Know Act (EPCRA) Specialist, Environmental Specialist 1 vacancy with the Department of Ecology, Hazardous Waste and Toxics Reduction Program, Headquarters in Lacey, Washington.

Duties

This position will be assigned several areas of responsibility:

1. Review, process, and enter data from various EPCRA reports.

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2. Review system data and perform audits, compile information for reports. Assist in management and retrieval of Community Right-to-Know data and reports in response to government, media, or citizen requests.
3. Perform system testing in the EPCRA Tracking System and other program data applications. Provide technical software support to system users for the Tier Two Online reporting application.
4. Provide regulatory guidance and technical assistance to businesses, industry, local government, tribal entities, and the public relating to all sections of the Emergency Planning & Community Right-to-Know Act. Assist with preparing and presenting training at statewide EPCRA-related workshops.
5. Respond to inquiries relating to hazardous wastes, substances/chemicals and their health effects, public safety issues, and chemical alternatives.

Qualifications

REQUIRED

Bachelor's degree involving major study in environmental, physical, or one of the natural sciences, environmental planning or other allied field. Experience at or above the Environmental Technician level or equivalent will substitute, year for year, for education.

Data Entry: Review technical reports, enter data into program data systems, with efficiency and accuracy.

Communications Effectiveness: Convey clear, timely, persuasive messages that positively influence the thoughts and actions of others.

Customer Focus: Build and maintain internal and external customer satisfaction with the products and services offered by the organization.

Team player: Work effectively and cooperatively with team mates; provide support and back-up as needed. Contribute to a positive work environment.

Verbal Communication: Effectively express ideas and information through the spoken word using language that is appropriate to both the complexity of the topic and the knowledge and understanding of the audience.

Written Communication: Effectively express ideas and information in writing using language that is correct and appropriate to both the complexity of the topic and the knowledge and understanding of the audience.

Workload Management: Organize multiple assignments, sometimes of a complex nature or involving competing priorities, to produce work products that are accurate, thorough, and on time.

DESIRED

Data Management: Perform audits to ensure data quality; edit and update as needed. Create queries using MS Access and other tools to respond to data requests.

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Teaching and Training: Effectively communicate information for the purpose of having others learn, understand, and apply specific principles, techniques, or information.

Special Notes

To ensure consideration for this position, you must apply electronically at www.careers.wa.gov using reference code NB00019561* and submit the following materials as attachments (ATTACHMENTS TAB) by November 18, 2009.

1. A letter of interest describing how you meet the requirements for this position, using a maximum of 2000 words. Please provide clear, detailed information that addresses the duties of the position and the desirable qualifications.

2. A resume

3. Answers to the following questions:

A. Describe any experience you have performing data entry, data queries, analysis, and/or data management. What was the job, and for how long did you work at it?

B. Do you have any experience testing computer applications and/or providing technical support for to users of a computer application? If so, please describe.

C. Describe any experience you have providing customer service via phone, e-mail and/or in person.

D. Do you have experience conducting research in literature and/or computer databases. If so, please describe.

E. How would you assess your communication skills? Support your answer with descriptions of how you demonstrated good writing skills, verbal skills, and/or presentation skills in a work setting.

By submitting a completed application package to this announcement you are acknowledging that all answers, statements and any other materials you have submitted to apply for this job are true and complete to the best of your knowledge. You understand that the State may verify this information and that untruthful or misleading answers are cause for rejection of your application or dismissal if employed.

Other Information

UNION SECURITY

This position is covered by a union shop provision. Therefore, as a condition of employment, candidates who are appointed are required to become members of the Washington Federation of State Employees (WFSE) and pay dues or as a non-member pay agency shop fee, non-association fee or a representation fee. The union shop provision shall be effective no later than the 30th day following the effective date of the appointment.

For more information: <http://www.dop.wa.gov/JobSeekers/UnionInformation.htm>

The State of Washington is an equal opportunity employer. Persons with a disability who need assistance in the application or testing process, or those needing this announcement in an alternative format, may call (360) 664-1960 or toll free (877)

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664-1960 or Telecommunications Device for the Deaf (360) 664-6211. For questions about this recruitment call (360) 407-6186.

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