



STATE OF ALASKA

Position Description

Class Title:

Environmental Program Specialist
3

**Position Control
Number (PCN):**

187883

Recruitment Type: Flexibly Staffed

1. Position Control Information

Class Title: Environmental Program Specialist 3		Title Code: PK0213	Grade: 18
		Salary Schedule:	N/A
Bargaining Unit: General Government - Personal Leave		Bargaining Unit Code:	GP
Department: Environmental Conservation		Department Number:	18
Division: Environmental Health			
Region/Section/Unit: Hazardous Waste Program			
Location: Anchorage		Location Code: EBA	
Time Class: Full Time/OMB Authorized	Seasonal Code:	FR - Full time regular	Time Class Code: FACL
FLSA Exempt: No		Strike Class: 3	
Position requires the incumbent to possess a Commercial Driver's License (CDL), to maintain registration with the federal CDL Drug & Alcohol Testing Clearinghouse, and to provide consent to the Employer to review driver information in accordance with 49 CFR 382:			
			No
Position requires possession of, or access to, firearms or ammunition:			
			No
Home Unit: ZESL			
Labor Distribution Code (LDP): DEC31			
Physical Work Address: 555 Cordova Street, Anchorage			
Work Phone: 907-269-XXXX			
Supervisor Information			
PCN: 187874 Title: Environmental Program Manager 1			
Physical Work Address: 555 Cordova Street Anchorage			
Work Phone: 907-269-XXXX			

Type of Action:	New Position
Effective Date:	07/07/2022
Division of Personnel Section:	Classification
Reviewed By:	Amy Lindsley, Human Resource Consultant 1, on 07/07/2022
Approved By:	Amy Lindsley, Human Resource Consultant 1, on 07/07/2022
Closed out by:	Sandra Tagaban, Human Resource Technician 2, on 07/08/2022

2. Duties

2.1. In one or two sentences, state the main purpose of the position.

The main purpose of this position is to implement and enforce the state hazardous waste regulations in order to protect public and environmental health by minimizing the impacts of hazardous waste treatment and disposal activities, to actively manage the risk factors associated with hazardous waste storage, treatment and disposal activities, and serve as a point-of-contact between the department and the regulated community. Coordinate with facility owners and operators, local, state, and federal agencies, private citizens and organizations, and other groups. Duties of this position include permitting, monitoring, and assessing compliance at solid waste facilities.

This position functions independently as an advanced project manager to regulate hazardous waste generators, transporters, and treatment, storage, and disposal facilities in Alaska.

2.2. Starting from the most to the least important, list the functional areas assigned to the position. Within each functional area, describe the duty statement associated; estimate the percentage of time spent performing the duties; and define each area as essential (E) or marginal (M).

Functional Area Title: OVERVIEW		
E/M	% of Time	Duty Statement
E	0 %	OVERVIEW - HAZARDOUS WASTE PROGRAM: The Hazardous Waste Program is an EPA Primacy Program, meaning that the Department of Environmental Conservation is implementing the federal Hazardous Waste Program in Alaska on behalf of the Environmental Protection Agency. The Hazardous Waste Program has the necessary authorities and procedures, including staffing and technical capabilities, to take action as needed to enforce compliance with Resource Conservation and Recovery Act, Subtitle C federal criteria under Title 40, Parts 260 through 279 of the Code of Federal Regulations (40 CFR 260 - 279), and 40 CFR 124, Procedures for Decision Making. Hazardous Waste Management includes regulation and oversight of hazardous waste classification, hazardous waste generators and transporters, permitting of hazardous waste treatment, storage, and disposal facilities, corrective action oversight, and land disposal restrictions. OVERVIEW - HAZARDOUS WASTE PROJECT MANAGEMENT Project management encompasses the elements associated with the program's interaction with hazardous waste facility owners and operators, other government agencies, local governments, and the general public. In making decisions, the incumbent draws upon a variety of resources that include sound professional judgment, broad-based scientific knowledge, Federal and State regulations, best management practices, national standards for hazardous waste management, and other related regulations and/or standards. Decisions are made with careful consideration of risk, complexity, political, environmental and social ramifications, costs, and benefits and are applied to site-specific conditions and situations. At full proficiency, the incumbent independently plans and carries out hazardous waste program activities, determines the approach to be taken and methods to be used, resolves most conflicts that arise, coordinates with others as necessary, and interprets policy in terms of established objectives. With minimal oversight, the incumbent communicates with facility

operators and owners, reviews permit applications and plans, performs compliance inspections of facilities, evaluates facility designs, and provides scientific reviews of complex groundwater and surface water analytical data. The incumbent informs their direct supervisor - EPM 1 - Hazardous Waste Section Manager (Section Manager) of progress, potentially controversial matters, and problems with far-reaching implications. The incumbent uses initiative and resourcefulness, when necessary, to deviate from, refine or extend traditional methods and practices, or to develop and recommend new or modified methods, criteria, or policies.

The incumbent has knowledge of program principles and procedures and the skill to solve complex problems that involve diverse aspects of the hazardous waste program, including performing investigations, inspections, and overseeing difficult activities, modifying or adapting established methods or making significant departures from previous approaches to solve similar problems, and evaluating, modifying or adapting new methods to meet the requirements of particular situations. The incumbent uses management, administrative, and coordinative knowledge to provide advice, review, evaluation, education or training, negotiation, and problem-solving services in the hazardous waste program areas.

Functional Area Title: REGULATORY AUTHORIZATIONS (PERMITTING, DESIGN REVIEW)

E/M	% of Time	Duty Statement
E	20 %	Permits and design reviews are the two main ways the Hazardous Waste Program authorizes hazardous waste storage, treatment, and disposal activities. Permit applications and plans must demonstrate that a facility will comply with regulations, that the facility will contain waste within established boundaries, that waste treatment systems will properly treat the waste to reduce its volume or toxicity, and that facilities will not pollute air, land, and water. Design reviews are necessary to ensure that new facilities or modifications of existing facilities will meet regulatory requirements and industry standards, contain waste, be safe, minimize pollution, and ensure no adverse effect on public health and the environment. Designs may be submitted as part of a permit application or plan, or may be a separate document. The incumbent is responsible for permitting and design review for hazardous waste landfills, storage facilities, and treatment facilities. Permitting Lead, coordinate, and participate in pre-application meetings and other project meetings, which may include the applicant, consultants, and representatives of other regulatory programs and agencies. These professionals may include engineers, environmental scientists, hydrologists, or other specialists. Coordinate with representatives of other agencies, including other state regulators (both ADEC and other state agencies); federal regulators, including representatives of the Environmental Protection Agency or the United States Army Corps of Engineers; and local agencies. These interactions require strong communication skills, good judgment, and tact. Review permit applications and plans for compliance with regulations. Permit application packages include operations plans, monitoring plans, storage plans, and closure plans. The review ensures facilities are designed and operated in accordance with the regulations, and standard industry practices (see plan reviews job functions below for additional details). Evaluate the geologic location where the hazardous waste facility will be sited. This includes evaluating the depth to groundwater and the proximity of the facility to surface water bodies and drinking water wells, reviewing boring logs to determine the soil characteristics beneath the proposed hazardous waste facility, and in permafrost areas, evaluating the thermal characteristics of the proposed location, through the application of principles of geology.

Evaluate all requests for waivers from or alternative compliance with regulatory requirements. Make decision on whether to grant a waiver or allow alternative compliance, considering whether the request is legally possible, the benefits and consequences of granting the request, and whether there will be any adverse effects to public health or the environment.

Evaluate financial assurance documentation included with the facility application to determine if it is adequate to pay for all closure and post-closure costs. Decide whether the applicant's proposed financial assurance mechanism is recognized in the regulations and whether the amount of funds reserved for closure and post-closure will meet the costs of performing these activities.

Permits are subject to public comment, which may be contentious and politically charged. Review and evaluate all comments received from the public or other agencies during the public comment period, consider the significance of each comment, and decide whether each comment raises an issue that affects the Department's decision to approve or deny the permit. Add conditions to the permit if it is necessary to satisfy any significant issue raised by a comment or may ask the applicant for additional information if necessary to satisfy a significant comment. Prepare a responsiveness summary for projects that are highly contentious or projects that receive a significant number of comments.

Prepare permits, including specific stipulations to be included in the permit document, prepare a detailed decision document explaining the decision to grant or deny the permit, and develop numeric performance standards for waste treatment facilities. Permits are elevated to the Program Manager for signature.

Plan Review

Review monitoring, operations, and closure plans, both as part of permit applications, and as separate plans independent of permitting. At full proficiency, position has signature authority for approving plans not associated with permits.

- **Monitoring Plan Review**

Perform a detailed evaluation of the proposed monitoring plan. Monitoring plans may include visual monitoring, surface water monitoring, groundwater monitoring, thermal monitoring, leachate monitoring, and/or slope stability monitoring. Evaluate whether the selected monitoring points will accurately detect leachate migration from the landfill to groundwater and surface water. Use knowledge of chemistry to determine if a plan's proposed analytical parameters are adequate, based on the physical and chemical constituents in the wastes disposed at the site. Review well design plans to ensure that the wells will function as planned. Ensure that the plan includes adequate quality assurance/quality control procedures to ensure that samples are collected, transported, and analyzed correctly and accurately.

- **Operations Plan Review**

Evaluate how the operator will perform day-to-day operations to ensure that the facility will be operated consistently with both the permit and the regulations. Evaluate the facility development plan, equipment management, employee training, and recordkeeping. The ultimate goal of the operations plan review is to ensure that facility operations will not cause public health or environmental concerns. The employee will direct the applicant to revise the operations plan to reflect any changes that are necessary.

- **Closure Plan Review**

Review closure plan to determine if the applicant has adequately considered how they will close the facility after operations cease. Review final closure design to ensure that the facility will be stable and whether the facility has an increased likelihood of causing adverse environmental effects. Review the cost estimate for closure of the facility and post-closure monitoring of the closed facility to determine if the amount is accurate and realistic. This estimate is the basis for the financial assurance required for a permitted facility.

Facility Design Review

Perform review of facility design drawings for new facilities, modifications and expansions of

existing facilities, and closure of existing facilities. This review will be for completeness and regulatory compliance. Ensure that design will meet regulatory requirements and industry standards, contain waste, be safe, minimize pollution, and ensure no adverse effect on public health and the environment.

Functional Area Title: REGULATORY COMPLIANCE

E/M	% of Time	Duty Statement
E	35 %	Facility inspections and data review are the two main ways that the Hazardous Waste Program evaluates a facility's compliance with the regulations and, if applicable, the facility permit or plan approval, and ensures that a facility is not impacting public health, the environment, or resources of the State of Alaska. Enforcement is the tool used by the Hazardous Waste Program to require a person to comply with environmental laws. Inspections Perform independent compliance inspections on behalf of ADEC to assess a facility's compliance with Hazardous Waste regulations. Inspections may occur at hazardous waste generator facilities, at hazardous waste treatment, storage, or disposal facilities, at hazardous waste transporter facilities, or at other facilities related to hazardous waste management. Inspections may include, but are not limited to, review of hazardous waste containment, review of hazardous waste labels, satellite accumulation areas, assessing a facility's structural stability, assess potential environmental or public health problems caused by a facility, and inspect pollution control equipment and processes. The incumbent has full authority and autonomy to commit ADEC to a course of action based on the findings made during the inspection. Review file documentation prior to inspection. Observe and evaluate the operations at the facility to look for permit and operating plan violations. Observe perimeter of facility to look for signs of waste or contaminants escaping the facility, including signs of stressed vegetation and signs of waste impacting surface water around facility. Review records at hazardous waste facility, including copies of hazardous waste manifests or bills of lading for other waste managed by facility. Review records related to hazardous waste determinations, any related analytical results, land disposal restrictions, universal waste management records, or other documentation related to facility management. Records review is an essential task to ensure that hazardous waste has been managed properly. For hazardous waste storage or treatment facilities, in addition to records review and review of items mentioned above, ensure that waste is contained within designated management areas. Inspect perimeter of facility to look for signs of spills or leaks, damage to the environment, or signs of impact to surface water. For hazardous waste landfills, perform an onsite analysis of the landfill working face, surface, and side slope, looking for signs of erosion, calving, subsidence, liner slippage, and liner damage that could ultimately result in facility failure. Analysis may include using field equipment, such as a clinometer, to evaluate whether the landfill complies with its design and permit. Perform an analysis of the landfill's water drainage system, leachate collection system, and leachate treatment system. Observe drainage's to determine if there is any damage due to erosion or other factors. Poor facility drainage could result in water ponding of stormwater, which could attract disease vectors, such as birds or mosquitoes, to the facility. Document inspection using field notebook, program inspection form, photographs, and possibly video. After inspection, prepare inspection report that identifies facility issues that are out of compliance with permit and regulations. May initiate enforcement proceedings for significant non-compliance. Collect information at the facility, including written notes, inspection form completion, photos, interviews with facility personnel, and information on records review possibly including copies.

Evidence obtained through inspection may be used as part of enforcement, and may be required for used if a case goes to court.

Monitoring Data Review

Independently review and evaluate monitoring reports for hazardous waste landfills, storage facilities, and treatment facilities, including surface water, groundwater, and waste treatment monitoring data, using principles of chemistry and hydrology. Review includes comparison of monitoring data against previous data collected at the facility, review of monitoring data against State and Federal water quality standards, and evaluation of statistical analyses performed by permittee. Independently determine whether analytical data indicate that a facility is causing or contributing to an offsite surface water or groundwater contamination problem.

Enforcement and Corrective Action

Recommend to the Section Manager (EPM 1) that ADEC initiate enforcement action for a facility that is not complying with its permit or with the regulations, or if a valid complaint cannot be resolved. Attempt to resolve the non-compliance issue through negotiation before initiating formal enforcement, if appropriate. Prepare enforcement documentation, possibly including a compliance letter, notice of violation (NOV), or compliance order by consent (COBC), for higher-level review and signature. Under the direction of the Program Manager, communicate with ADEC management and Department of Law representatives as necessary to obtain management approval and to ensure all enforcement documentation is prepared properly. Participate in negotiations for formal enforcement actions. Assist with calculation of civil penalties, if it is determine that penalties will be pursued. Formal enforcement action documents are signed by the Program Manager or Section Manager.

Corrective action may be required based on information obtained. Individual will work with management to determine and implement appropriate corrective action. This may involve other ADEC programs, and/or federal agencies, such as the Environmental Protection Agency.

Functional Area Title: TECHNICAL ASSISTANCE TO HAZARDOUS WASTE FACILITIES

E/M	% of Time	Duty Statement
E	20 %	Technical Assistance Provide technical assistance in the form of advice and assistance to the regulated community on a daily basis. Technical assistance is a higher-order task that requires a thorough knowledge of the Hazardous Waste Program and regulations. This will be a critical function of ADEC`s Hazardous Waste Program, especially for smaller generators (Very Small Quantity Generators and Small Quantity Generators), where the generator may not be familiar with the complex requirements in RCRA Subtitle C. This will require the ability to communicate complex information in a simple, understandable manner.

Functional Area Title: PUBLIC ASSISTANCE, COMPLAINT INVESTIGATIONS, AND PUBLIC OUTREACH

E/M	% of Time	Duty Statement
E	10 %	The Hazardous Waste Program communicates with members of the public regarding hazardous waste issues. These communications may include general public assistance, response to complaints about improper hazardous waste management activity, or public outreach regarding management of hazardous waste.

Public Assistance

Respond on the phone or by correspondence to any inquiries from the public and any agencies, organizations, and the media. This includes questions about the program, completing surveys and questionnaires, and comments on interim documents. Provide comment and technical advice on proposed projects submitted for review to the program by other state or federal agencies.

Complaint Response

Act autonomously in investigating hazardous waste complaints received from members of the public and other regulatory personnel. Investigate complaint or issue utilizing tools learned in enforcement training. Investigation may include conversations with the complainant and the person alleged to be conducting the activity, if known, as well as others with information about issue. Based on conversation, may perform a site visit or recommend to supervisor that another regulator visit the site. Use independent judgment and autonomy in the field in making an evaluation of the circumstances. Decide whether the complaint has merit. Attempt to resolve valid complaint first by persuasion. If persuasion will not resolve issue, elevate the decision on whether to initiate enforcement to the Section Manager.

Public Outreach

Prepare presentations and training materials, conduct meetings, workshops, training sessions, and assist with public hearings with industry, government, interest groups and the general public about hazardous waste management practices, problems, solutions, training, and regulations.

Functional Area Title: PROGRAM MANAGEMENT AND ADMINISTRATION

E/M	% of Time	Duty Statement
E	10 %	Personal training and equipment needs Suggest and attend training relevant to developing knowledge and skills in solid waste processes, procedures, and policies. Recommend equipment needs, and set goals to advance in levels of proficiency. Program Administration Assist the Section Manager in planning, setting goals and objectives in assigned areas of responsibility, and identifying issues needing further attention. Serve as the Acting Section Manager with all the responsibilities and authorities of the position, as delegated and directed by the Section Manager. Support the Section Manager in completing program activities by researching environmental issues, reviewing coworker's reports and correspondence for technical accuracy, and providing other general program support. Program Management Track time spent on individual projects and assignments, generate bi-weekly timesheets, respond to emails and phone calls, stay current on trends and advances in the hazardous waste industry through internet research and by reading trade journals. Records Management Manage project records for each hazardous waste facility for which the incumbent is responsible to document all permitting, inspection, and enforcement actions at that facility. Project records management is very important and has significant repercussions if not done correctly, because the facility records are the main proof that the Department and the regulated facility have fulfilled their regulatory responsibilities. Project records include paper files, electronic files, and information in program databases.

Functional Area Title: OTHER DUTIES AS ASSIGNED

E/M	% of Time	Duty Statement
E	5 %	The incumbent performs miscellaneous duties in support of the general program as directed by the Section Manager or Program Manager. These tasks may include, but are not limited to, department-mandated projects, program-related research in support of policy or regulation development, training/mentoring of junior staff as directed by the Section Manager, serving on hiring teams, and writing draft regulations. The incumbent also actively participates in the performance evaluation process and seeks out training and educational opportunities in accordance with the current training plan.

Percentage Total: 100%

3. Other Work Details

3.1. List the computer software and hardware used to perform the duties described. Estimate how often each is used (e.g. daily, 2-3 times a week, 1-2 times a month, etc.).

Computer equipment: laptop and desktop computers with a variety of software including operating systems, databases, word processors, spreadsheets, email, internet browsers, search engines, and photo editors. Teams-based communication.

Office equipment: Teams-based or desk telephones and cell phones, photocopiers, printers, plotters and scanners; calculators; digital cameras; video cameras; LCD projectors; and, video players.

Most used daily.

3.2. List the equipment and materials used to perform the duties described, including machinery, tools, instruments, vehicles, etc. Estimate how often each is used (e.g. daily, 2-3 times a week, 1-2 times a month, etc.).

Field equipment: motor vehicles, binoculars, handheld GPS units, gas meters, portable sampling and monitoring equipment; compasses and clinometers; survey equipment; and, cell phones.

Used during field inspections.

3.3. List the guides and references regularly used to perform the duties described. Examples include federal and state laws and regulations, professional standards, building codes, trade practices, contracts, and policy and procedure manuals. Explain how and why these guides and references are used. Estimate how often each is used (e.g. daily, 2-3 times a week, 1-2 times a month, etc.).

Alaska Administrative Code - 6 AAC 50, 80, 85, 18 AAC 15, 50, 60, 62, 70, 72, 75, 80, and 95 (daily use)

Alaska Statutes - Title 44, Title 46, Code of Federal Regulations 40 CFR 61, 122, 124, 131, 257, 258, 260 - 279, 503, and 761 (Statutes used 2 - 3 times per month)

Clean Air Act, Clean Water Act, National Environmental Policy Act, Resource Conservation and Recovery Act, Solid Waste Disposal Act, Toxic Substances Control Act (Federal laws are consulted monthly)

Guides -*Alaska Recommended Practices for Monitoring Well Design, Installation, and Decommissioning*, Course materials for *Sanitary Landfill Design* (University of Wisconsin), APHA/AWWA/WEF *Standard Methods for the Examination of Water and Waste Water*, McCoy RCRA, EPA test methods for chemical monitoring, ADEC *Complaint Automated Tracking System (CATS) Users Guide*, ADEC *Enforcement Manual* (Estimate guides are used 1 -2 times per month)

3.4. Describe the level of authority and independence the incumbent of the position exercises. List the actions the incumbent takes or the decisions the incumbent makes on a regular basis without obtaining prior approval from a higher level employee. For example, explain how the position has the authority to commit the organization, or any parts thereof, to a course of action.

- Approve or deny surface water, groundwater, and visual monitoring plans; operations plans; and closure plans. Informs the Section Manager of decisions.
- Advise applicants on waivers or flexibilities related to hazardous waste regulations if applicable. Make

- recommendations to the Section Manager on whether to approve flexibility.
- Directs facility operators to make changes to their operations or facility designs. Informs the Section Manager of decisions.
- Negotiates the terms of hazardous waste permits and informs the Section Manager of decisions.
- Makes recommendations to the Section Manager to approve or deny hazardous waste permits and permit renewals.
- Performs scientific analysis of monitoring data pertaining to groundwater, surface water, or other environmental data to determine trends and potential for violations. Directs facility operators to perform additional monitoring or corrective action based the outcome of this review.
- Investigates complaints and decides whether the complaint has merit and warrants further action.
- Makes recommendations to the Section Manager to initiate enforcement actions.
- Make independent decisions in the field during inspections on how inspection will be conducted. Direct facility operators to make changes to their operations or facility design during inspections.
- Makes decisions on actions regarding the design, operation, and closure of hazardous waste facilities.
- Direct applicants to provide specific information on permits and plan approvals.
- Conduct pre-application meetings with potential applicants.
- Negotiate solutions to differences between agencies and applicants regarding the development of suitable plans and designs for permits.
- Coordinate with environmental groups and other state, federal, and local agencies on hazardous waste facility issues.
- Direct owners/operators to meet permit conditions such as providing updated site plans.
- Review cost documents and financial assurance documents.
- Give interviews with the news media when requested, following Department policy.

3.5. Describe the nature of the contacts the incumbent has with other people in order to perform the duties described. Include who is contacted, the reason for the contact, and how often the contact is made.

Daily contact with hazardous waste program staff staff in order to effectively perform duties assigned.

Frequent contact with other State agency personnel in order to effectively perform duties as assigned.

Frequent contact with hazardous waste facility owners and operators, stakeholders, and general public to effectively perform duties as assigned.

3.6. Describe the consequence of an error made by a prudent employee in the performance of the essential functions assigned to the position. What is the consequence of that error to individuals, operations, and programs?

Decisions made in error by the incumbent have the potential to expose people, animals, and other ecological receptors to dangerous industrial chemicals and wastes, and can be measured in the increased release of contaminants to the environment, chronic and acute health effects, establishment of unintentional precedents, lost work time, cost overages due to poor design and materials, loss of project funding, scheduling delays, conflict within the community, and ineffective waste disposal facilities and programs.

3.7. List critical requirements of the position not previously described (e.g., skills in keyboarding, writing, negotiating, communications, etc.).

Leadership skills and the ability to stay on track with projects and complete them on time, good program and project management skills, and the flexibility to adjust to changing priorities. Excellent oral and written communication skills including public speaking and cross-cultural communication. The ability to communicate complex legal and scientific issues to a diverse range of people, including owners/operators, contractors, DEC

staff and management, other agency representatives, community leaders, and the general public. Strong time management skills are needed, as is the ability to work under stress. This position interacts with a diversity of people, including elected officials, members of the media, legal representatives, other agency staff, technical experts, engineers and environmental consultants, so strong negotiating and consensus-building skills, as is the ability to work well with a variety of personalities. The ability to prevent or minimize a crisis is a critical skill and relies on communicating potential problems, advising other staff on methods to mitigate problems, and notifying management before a crisis develops.

The ability to use sound professional judgment to recommend approval, amendment, or rejection of permit applications, renewals, or plan approvals submitted by the owner/operator (or their consultants) to ensure conformance with State law and the concepts, principals, and practices of geology, hydrogeology, biology, engineering, and chemistry. A working depth of knowledge of geology, hydrogeology, chemistry, biology, fate and transport of leachate in the environment, physics and mathematics and an ability to independently analyze and synthesize data and solve problems within these disciplines. A good understanding and working knowledge of accounting practices, business math, economics. A general understanding of basic construction practices; heavy equipment use and maintenance; drilling and well construction practices; wastewater treatment operations; engineered wetlands and wetlands management; waste incineration technologies and practices; and, waste-to-energy technologies and practices. A general understanding of Alaska political, cultural, and tribal issues and systems.

Hazardous waste management potentially impacts all people and the Hazardous Waste Program interacts with almost all other state programs. Also, the issues in hazardous waste management vary from region to region in the state. Therefore, hazardous waste management issues arise from a variety of circumstances, can include multiple disciplines, and range from the very simple to the very complex and controversial. Due to the variety in the level of involvement and the random order with which the issues arise, this job demands the ability to work at and within the two extremes, and the flexibility to make mental adjustments needed to move quickly between those extremes.

3.8. List licenses, certifications, registrations, physical or other standards required by state or federal law or regulation to perform the duties described. Cite the specific authority (e.g. law or regulation, such as the OSHA Bloodborne Pathogens Act).

Valid driver`s license.

State of Alaska Inspector Credentials (or attain within 1 year).

4. Work Demands

The following identifies some of the physical and mental demands and potential hazards typically encountered by this position. These are job demands which can be ***reasonably anticipated and are an expectation of the job***.

Keeping in mind the essential functional areas and duty statements described in section 2, select the rating that best matches the requirement of this position according to the following descriptions:

Rating Description

Not Required (N): Not required of this position.

Present (P): Requirement **is** present, but **is not** essential to the position. (For example, a receptionist may encounter aggressive or angry people, but this is not an essential assignment.)

Occasional (O): Required 33 percent of the time or less **and** essential to the position. (For example, a lifeguard swims only occasionally, but it is essential that a lifeguard be able to swim; a correctional officer must control aggressive/angry people who are life threatening.)

Frequent (F): Required over 33 percent of the time **and** essential to the position.

Items checked below must be consistent with the duty statements listed in section 2.

4.1 Physical Requirements

Title	Rating			
	N	P	O	F
Sitting				F
Walking			O	
Standing			O	
Running	N			
Jumping	N			
Bending or twisting			O	
Squatting or kneeling			O	
Crawling	N			
Reaching above shoulder level		P		
Reaching below shoulder level			O	
Ascending or descending using a ladder or other conveyance		P		
Climbing stairs		P		
Driving cars, light duty trucks			O	
Driving heavy duty vehicles	N			
Using floor mounted foot controls to operate equipment (e.g., not driving a car)	N			
Repetitive motion of hands/fingers (e.g., keyboarding, turning pages)				F
Fine manipulation with fingers			O	
Pinching with fingers		P		
Grasping with hand, gripping		P		
Load, unload, aim, and fire handguns, shotguns or other firearms	N			

Lifting/carrying up to 25 pounds			O	
Lifting/carrying 26-50 pounds		P		
Lifting/carrying more than 50 pounds	N			
Pushing/pulling up to 25 pounds			O	
Pushing/pulling 26-50 pounds		P		
Pushing/pulling more than 50 pounds	N			
Balancing on moving surfaces	N			
Balancing on narrow surfaces	N			
Balancing on slippery surfaces	N			
Balancing on uneven surfaces	N			
Restraining/grappling with people in a public protection environment	N			
Seeing objects at a distance			O	
Seeing objects peripherally			O	
Using depth perception			O	
Seeing close work (e.g., typed print)				F
Distinguishing colors		P		
Hearing conversations or sounds				F
Hearing via radio or telephone				F
Communicating through speech				F
Communicating by writing/reading				F
Distinguishing odors by smell		P		
Distinguishing tastes	N			

4.2 Work Environment

Title	Rating			
	N	P	O	F
Work in/exposure to inclement weather			O	
Work in/exposure to cold water			O	
Work/live in remote field sites			O	
Work in confined areas (under desks, in heating vents, etc.)	N			
Exposure to dust, chemicals, or fumes		P		
Exposure to hazardous equipment (e.g., guns, chainsaws, explosives)	N			
Exposure to electrical current (not outlets)	N			
Swimming/scuba diving	N			
Work at heights up to 25 feet (e.g., towers, poles)	N			
Work at heights over 25 feet (e.g., towers, poles)	N			
Work in urban or highway traffic (other than driving)	N			
Work around moving machinery or mobile equipment			O	
Work around moving mechanical parts			O	
Work on and off moving equipment	N			
Work on slippery or uneven surfaces	N			
Work/travel in boat/small aircraft/helicopters			O	

Exposure to high noise levels		P		
Exposure to infection, germs, or contagious diseases (e.g., hospital, lab, clinic, etc.)	N			
Exposure to blood, body fluid, or materials potentially contaminated by blood or body fluids (e.g., hospital, lab, clinic, public protection environment)	N			
Exposure to needles or sharp implements (e.g., hospital, kitchens)	N			
Use of hot equipment (e.g., kitchen ovens, lab equipment)	N			
Exposure to wild/dangerous animals		P		
Exposure to insect bites or stings		P		
Exposure to aggressive/angry people in a public protection environment (e.g.: State Troopers, Correctional Officers, Probation Officer)	N			
Exposure to aggressive/angry people in the work environment		P		

4.3 Other Work Demands

Title	Rating			
	N	P	O	F
There are no other work demands.				

4.4. Explain any special physical, mental, or behavioral requirements of the position that have not already been addressed.

5. Supervisory Authority

This page must be completed if PCN **187883** is assigned supervisory or lead level authority (this includes Labor, Trades and Crafts foreman positions). In the chart below, list each position PCN **187883** supervises or leads. Record **187883**'s level of authority for each area of responsibility according to the definitions below. Subordinate positions listed must be consistent with those reflected on the staffing chart, and levels of authority must be substantiated in all other applicable portions of the PD (i.e. duties, guides, actions, decisions).

Note: These ratings are not dependent upon whether the position has actually exercised the authority, but rather what level is assigned.

Level Definition of Level of Authority Assigned

- 1 = Has authority to take action; notification to supervisor may or may not be necessary afterward.
- 2 = Effectively recommends and discusses decision with supervisor; then takes action.
- 3 = Presents recommendations to supervisor; supervisor makes decision and directs position to take action.
- 4 = No authority to take or recommend action.

Is PCN **187883** assigned supervisory or lead level authority for one or more of the responsibilities listed in the chart below? **No** If no, skip this section.

PCN 187883's Responsibilities and Assigned Level of Authority

Positions Directly Supervised or Led by PCN 187883	Employ (includes authority to hire, transfer, layoff, OR recall)	Discipline (includes authority to suspend, demote, OR issue written warnings)	Discharge	Adjudicate Grievances (includes authority to respond to a first level grievance under a collective bargaining agreement)	Assign Work	Set Task Priorities	Check Quality of Work	Evaluate Performance	Instruct & Train Staff

None



STATE OF ALASKA

Position Description

Class Title:

Environmental Program Specialist
2

**Position Control
Number (PCN):**

187883

Recruitment Type: Flexibly Staffed

1. Position Control Information

Class Title: Environmental Program Specialist 2		Title Code: PK0212	Grade: 16
		Salary Schedule:	N/A
Bargaining Unit: General Government - Personal Leave		Bargaining Unit Code:	GP
Department: Environmental Conservation		Department Number:	18
Division: Environmental Health			
Region/Section/Unit: Hazardous Waste Program			
Location: Anchorage		Location Code: EBA	
Time Class: Full Time/OMB Authorized	Seasonal Code:	FR - Full time regular	Time Class Code: FACL
FLSA Exempt: No	Strike Class: 3		
Position requires the incumbent to possess a Commercial Driver's License (CDL), to maintain registration with the federal CDL Drug & Alcohol Testing Clearinghouse, and to provide consent to the Employer to review driver information in accordance with 49 CFR 382:			No
Position requires possession of, or access to, firearms or ammunition:			No
Home Unit: ZESL			
Labor Distribution Code (LDP): DEC31			
Physical Work Address: 555 Cordova Street, Anchorage			
Work Phone: 907-269-XXXX			
Supervisor Information			
PCN: 187874 Title: Environmental Program Manager 1			
Physical Work Address: 555 Cordova Street Anchorage			
Work Phone: 907-269-XXXX			

Type of Action:	New Position
Effective Date:	07/07/2022
Division of Personnel Section:	Classification
Reviewed By:	Amy Lindsley, Human Resource Consultant 1, on 07/07/2022
Approved By:	Amy Lindsley, Human Resource Consultant 1, on 07/07/2022
Closed out by:	Sandra Tagaban, Human Resource Technician 2, on 07/08/2022

2. Duties

2.1. In one or two sentences, state the main purpose of the position.

The main purpose of this position is to implement and enforce the state hazardous waste regulations in order to protect public and environmental health by minimizing the impacts of hazardous waste treatment and disposal activities, to actively manage the risk factors associated with hazardous waste storage, treatment and disposal activities, and serve as a point-of-contact between the department and the regulated community. Coordinate with facility owners and operators, local, state, and federal agencies, private citizens and organizations, and other groups. Duties of this position include permitting, monitoring, and assessing compliance at solid waste facilities.

At the EPS 2 level, the incumbent is at a journey level, and functions under general supervision as a project manager to regulate hazardous waste generators, transporters, and treatment, storage, and disposal facilities in Alaska.

2.2. Starting from the most to the least important, list the functional areas assigned to the position. Within each functional area, describe the duty statement associated; estimate the percentage of time spent performing the duties; and define each area as essential (E) or marginal (M).

Functional Area Title: OVERVIEW		
E/M	% of Time	Duty Statement
E	0 %	OVERVIEW - HAZARDOUS WASTE PROGRAM: The Hazardous Waste Program is an EPA Primacy Program, meaning that the Department of Environmental Conservation is implementing the federal Hazardous Waste Program in Alaska on behalf of the Environmental Protection Agency. The Hazardous Waste Program has the necessary authorities and procedures, including staffing and technical capabilities, to take action as needed to enforce compliance with Resource Conservation and Recovery Act, Subtitle C federal criteria under Title 40, Parts 260 through 279 of the Code of Federal Regulations (40 CFR 260 - 279), and 40 CFR 124, Procedures for Decision Making. Hazardous Waste Management includes regulation and oversight of hazardous waste classification, hazardous waste generators and transporters, permitting of hazardous waste treatment, storage, and disposal facilities, corrective action oversight, and land disposal restrictions. OVERVIEW - HAZARDOUS WASTE PROJECT MANAGEMENT Project management encompasses the elements associated with the program's interaction with hazardous waste facility owners and operators, other government agencies, local governments, and the general public. In making decisions, the incumbent draws upon a variety of resources that include sound professional judgment, broad-based scientific knowledge, Federal and State regulations, best management practices, national standards for hazardous waste management, and other related regulations and/or standards. Decisions are made with careful consideration of risk, complexity, political, environmental and social ramifications, costs, and benefits and are applied to site-specific conditions and situations. At the EPS 2 level, under general supervision, the incumbent plans and carries out hazardous waste program activities, determines the approach to be taken and methods to be used, resolves most conflicts that arise, coordinates with others as necessary, and interprets policy

in terms of established objectives. Under general oversight, the incumbent communicates with facility operators and owners, reviews permit applications and plans, performs compliance inspections of facilities, evaluates facility designs, and provides scientific reviews of complex groundwater and surface water analytical data. The incumbent informs their direct supervisor - EPM 1 - Hazardous Waste Section Manager (Section Manager) of progress, potentially controversial matters, and problems with far-reaching implications. The incumbent uses initiative and resourcefulness, when necessary, to deviate from, refine or extend traditional methods and practices, or to develop and recommend new or modified methods, criteria, or policies.

The incumbent is developing knowledge of program principles and procedures and the skill to solve complex problems that involve diverse aspects of the hazardous waste program, including performing investigations, inspections, and overseeing difficult activities, modifying or adapting established methods or making significant departures from previous approaches to solve similar problems, and evaluating, modifying or adapting new methods to meet the requirements of particular situations. The incumbent uses management, administrative, and coordinative knowledge to provide advice, review, evaluation, education or training, negotiation, and problem-solving services in the hazardous waste program areas.

Functional Area Title: REGULATORY AUTHORIZATIONS (PERMITTING, DESIGN REVIEW)

E/M	% of Time	Duty Statement
E	15 %	Permits and design reviews are the two main ways the Hazardous Waste Program authorizes hazardous waste storage, treatment, and disposal activities. Permit applications and plans must demonstrate that a facility will comply with regulations, that the facility will contain waste within established boundaries, that waste treatment systems will properly treat the waste to reduce its volume or toxicity, and that facilities will not pollute air, land, and water. Design reviews are necessary to ensure that new facilities or modifications of existing facilities will meet regulatory requirements and industry standards, contain waste, be safe, minimize pollution, and ensure no adverse effect on public health and the environment. Designs may be submitted as part of a permit application or plan, or may be a separate document. Under general oversight, the incumbent is learning and applying the procedures for permitting and design review for hazardous waste landfills, storage facilities, and treatment facilities. Permitting At the EPS 2 level, permitting tasks will be conducted under general supervision. The incumbent may lead, coordinate, and participate in pre-application meetings and other project meetings, which may include the applicant, consultants, and representatives of other regulatory programs and agencies. These professionals may include engineers, environmental scientists, hydrologists, or other specialists. Coordinate with representatives of other agencies, including other state regulators (both ADEC and other state agencies); federal regulators, including representatives of the Environmental Protection Agency or the United States Army Corps of Engineers; and local agencies. These interactions require strong communication skills, good judgment, and tact. Under general supervision, review permit applications and plans for compliance with regulations. Permit application packages include operations plans, monitoring plans, storage plans, and closure plans. The review ensures facilities are designed and operated in accordance with the regulations, and standard industry practices (see plan reviews job functions below for additional details). Evaluate the geologic location where the hazardous waste facility will be sited. This includes evaluating the depth to groundwater and the proximity of the facility to surface water bodies

and drinking water wells, reviewing boring logs to determine the soil characteristics beneath the proposed hazardous waste facility, and in permafrost areas, evaluating the thermal characteristics of the proposed location, through the application of principles of geology.

Evaluate all requests for waivers from or alternative compliance with regulatory requirements. Make decision on whether to grant a waiver or allow alternative compliance, considering whether the request is legally possible, the benefits and consequences of granting the request, and whether there will be any adverse effects to public health or the environment.

Evaluate financial assurance documentation included with the facility application to determine if it is adequate to pay for all closure and post-closure costs. Decide whether the applicant's proposed financial assurance mechanism is recognized in the regulations and whether the amount of funds reserved for closure and post-closure will meet the costs of performing these activities.

Permits are subject to public comment, which may be contentious and politically charged. Review and evaluate all comments received from the public or other agencies during the public comment period, consider the significance of each comment, and decide whether each comment raises an issue that affects the Department's decision to approve or deny the permit. Add conditions to the permit if it is necessary to satisfy any significant issue raised by a comment or may ask the applicant for additional information if necessary to satisfy a significant comment. Prepare a responsiveness summary for projects that are highly contentious or projects that receive a significant number of comments.

Prepare permits, including specific stipulations to be included in the permit document, prepare a detailed decision document explaining the decision to grant or deny the permit, and develop numeric performance standards for waste treatment facilities. Permits are elevated to the Program Manager for signature.

Plan Review

Review monitoring, operations, and closure plans, both as part of permit applications, and as separate plans independent of permitting. At full proficiency, position has signature authority for approving plans not associated with permits; however, at the EPS 1 or 2 level, signature authority goes to the Section Manager.

- **Monitoring Plan Review**

Perform a detailed evaluation of the proposed monitoring plan. Monitoring plans may include visual monitoring, surface water monitoring, groundwater monitoring, thermal monitoring, leachate monitoring, and/or slope stability monitoring. Evaluate whether the selected monitoring points will accurately detect leachate migration from the landfill to groundwater and surface water. Use knowledge of chemistry to determine if a plan's proposed analytical parameters are adequate, based on the physical and chemical constituents in the wastes disposed at the site. Review well design plans to ensure that the wells will function as planned. Ensure that the plan includes adequate quality assurance/quality control procedures to ensure that samples are collected, transported, and analyzed correctly and accurately.

- **Operations Plan Review**

Evaluate how the operator will perform day-to-day operations to ensure that the facility will be operated consistently with both the permit and the regulations. Evaluate the facility development plan, equipment management, employee training, and recordkeeping. The ultimate goal of the operations plan review is to ensure that facility operations will not cause public health or environmental concerns. The employee will direct the applicant to revise the operations plan to reflect any changes that are necessary.

- **Closure Plan Review**

Review closure plan to determine if the applicant has adequately considered how they will close the facility after operations cease. Review final closure design to ensure that the facility will be stable and whether the facility has an increased likelihood of causing adverse environmental effects. Review the cost estimate for closure of the facility and post-closure monitoring of the closed facility to determine if the amount is accurate and realistic. This

estimate is the basis for the financial assurance required for a permitted facility.

Facility Design Review

Perform review of facility design drawings for new facilities, modifications and expansions of existing facilities, and closure of existing facilities. This review will be for completeness and regulatory compliance. Ensure that design will meet regulatory requirements and industry standards, contain waste, be safe, minimize pollution, and ensure no adverse effect on public health and the environment.

Functional Area Title: REGULATORY COMPLIANCE

E/M	% of Time	Duty Statement
E	35 %	Facility inspections and data review are the two main ways that the Hazardous Waste Program evaluates a facility 's compliance with the regulations and, if applicable, the facility permit or plan approval, and ensures that a facility is not impacting public health, the environment, or resources of the State of Alaska. Enforcement is the tool used by the Hazardous Waste Program to require a person to comply with environmental laws. Inspections At the EPS 2 level, the incumbent will be at a journey level regarding inspections, and will be developing inspection skills under general supervision. The individual may perform independent compliance inspections on behalf of ADEC at less complex facilities in order to assess a facility 's compliance with Hazardous Waste regulations, or assist experienced staff with inspections of complex facilities, such as storage, treatment, or disposal facilities. Independent inspections may occur at hazardous waste generator facilities, at hazardous waste transporter facilities, or at other facilities related to hazardous waste management. Inspections may include, but are not limited to, review of hazardous waste containment, review of hazardous waste labels, satellite accumulation areas, assessing a facility 's structural stability, assess potential environmental or public health problems caused by a facility, and inspect pollution control equipment and processes. The incumbent has full authority and autonomy to commit ADEC to a course of action based on the findings made during the inspection. Review file documentation prior to inspection. Observe and evaluate the operations at the facility to look for permit and operating plan violations. Observe perimeter of facility to look for signs of waste or contaminants escaping the facility, including signs of stressed vegetation and signs of waste impacting surface water around facility. Review records at hazardous waste facility, including copies of hazardous waste manifests or bills of lading for other waste managed by facility. Review records related to hazardous waste determinations, any related analytical results, land disposal restrictions, universal waste management records, or other documentation related to facility management. Records review is an essential task to ensure that hazardous waste has been managed properly. For hazardous waste storage or treatment facilities, in addition to records review and review of items mentioned above, ensure that waste is contained within designated management areas. Inspect perimeter of facility to look for signs of spills or leaks, damage to the environment, or signs of impact to surface water. For hazardous waste landfills, perform an onsite analysis of the landfill working face, surface, and side slope, looking for signs of erosion, calving, subsidence, liner slippage, and liner damage that could ultimately result in facility failure. Analysis may include using field equipment, such as a clinometer, to evaluate whether the landfill complies with its design and permit. Perform an analysis of the landfill 's water drainage system, leachate collection system, and leachate treatment system. Observe drainage 's to determine if there is any damage due to erosion or other factors. Poor facility drainage could result in water ponding of

stormwater, which could attract disease vectors, such as birds or mosquitoes, to the facility. Document inspection using field notebook, program inspection form, photographs, and possibly video. After inspection, prepare inspection report that identifies facility issues that are out of compliance with permit and regulations. May initiate enforcement proceedings for significant non-compliance.

Collect information at the facility, including written notes, inspection form completion, photos, interviews with facility personnel, and information on records review possibly including copies. Evidence obtained through inspection may be used as part of enforcement, and may be required for use if a case goes to court.

Monitoring Data Review

At the EPS 2 level, the incumbent is enhancing the skills to review monitoring data. Under general oversight of an experienced staff member, review and evaluate monitoring reports for hazardous waste landfills, storage facilities, and treatment facilities, including surface water, groundwater, and waste treatment monitoring data, using principles of chemistry and hydrology. Review includes comparison of monitoring data against previous data collected at the facility, review of monitoring data against State and Federal water quality standards, and evaluation of statistical analyses performed by permittee. Independently determine whether analytical data indicate that a facility is causing or contributing to an offsite surface water or groundwater contamination problem.

Enforcement and Corrective Action

At the EPS 2 level, the incumbent may encounter compliance issues during inspections that may require enforcement and/or corrective action. Any actions related to Enforcement or Corrective action should only be initiated after close coordination with the Section Manager (EPM 1). Recommend to the Section Manager that ADEC initiate enforcement action for a facility that is not complying with its permit or with the regulations, or if a valid complaint cannot be resolved. Attempt to resolve the non-compliance issue through negotiation before initiating formal enforcement, if appropriate. Prepare enforcement documentation, possibly including a compliance letter, notice of violation (NOV), or compliance order by consent (COBC), for higher-level review and signature. Under the direction of the Program Manager, communicate with ADEC management and Department of Law representatives as necessary to obtain management approval and to ensure all enforcement documentation is prepared properly. Participate in negotiations for formal enforcement actions. Assist with calculation of civil penalties, if it is determined that penalties will be pursued. Formal enforcement action documents are signed by the Program Manager or Section Manager.

Corrective action may be required based on information obtained. Individual will work with management to determine and implement appropriate corrective action. This may involve other ADEC programs, and/or federal agencies, such as the Environmental Protection Agency.

Functional Area Title: TECHNICAL ASSISTANCE TO HAZARDOUS WASTE FACILITIES

E/M	% of Time	Duty Statement
E	20 %	Technical Assistance Under general oversight, provide technical assistance in the form of advice and assistance to the regulated community on a daily basis. Technical assistance is a higher-order task that requires a thorough knowledge of the Hazardous Waste Program and regulations. This will be a critical function of ADEC's Hazardous Waste Program, especially for smaller generators (Very Small Quantity Generators and Small Quantity Generators), where the generator may not be familiar with the complex requirements in RCRA Subtitle C. This will require the ability to communicate complex information in a simple, understandable manner.

Functional Area Title: PUBLIC ASSISTANCE, COMPLAINT INVESTIGATIONS, AND PUBLIC OUTREACH		
E/M	% of Time	Duty Statement
E	10 %	The Hazardous Waste Program communicates with members of the public regarding hazardous waste issues. These communications may include general public assistance, response to complaints about improper hazardous waste management activity, or public outreach regarding management of hazardous waste. Public Assistance Respond on the phone or by correspondence to any inquiries from the public and any agencies, organizations, and the media. This includes questions about the program, completing surveys and questionnaires, and comments on interim documents. Provide comment and technical advice on proposed projects submitted for review to the program by other state or federal agencies. Complaint Response Under general oversight, investigate hazardous waste complaints received from members of the public and other regulatory personnel. Investigate complaint or issue utilizing tools learned in enforcement training. Investigation may include conversations with the complainant and the person alleged to be conducting the activity, if known, as well as others with information about issue. Based on conversation, may perform a site visit or recommend to supervisor that another regulator visit the site. Use independent judgment and autonomy in the field in making an evaluation of the circumstances. Decide whether the complaint has merit. Attempt to resolve valid complaint first by persuasion. If persuasion will not resolve issue, elevate the decision on whether to initiate enforcement to the Section Manager. Public Outreach Prepare presentations and training materials, conduct meetings, workshops, training sessions, and assist with public hearings with industry, government, interest groups and the general public about hazardous waste management practices, problems, solutions, training, and regulations.

Functional Area Title: PROGRAM MANAGEMENT AND ADMINISTRATION		
E/M	% of Time	Duty Statement
E	15 %	Personal training and equipment needs Suggest and attend training relevant to developing knowledge and skills in solid waste processes, procedures, and policies. Recommend equipment needs, and set goals to advance in levels of proficiency. Work on completing tasks in EPS 2 training plan. Program Administration Assist the Section Manager in planning, setting goals and objectives in assigned areas of responsibility, and identifying issues needing further attention. Serve as the Acting Section Manager with all the responsibilities and authorities of the position, as delegated and directed by the Section Manager. Support the Section Manager in completing program activities by researching environmental issues, reviewing coworker`s reports and correspondence for technical accuracy, and providing other general program support. Program Management

Track time spent on individual projects and assignments, generate bi-weekly timesheets, respond to emails and phone calls, stay current on trends and advances in the hazardous waste industry through internet research and by reading trade journals.

Records Management

Manage project records for each hazardous waste facility for which the incumbent is responsible to document all permitting, inspection, and enforcement actions at that facility. Project records management is very important and has significant repercussions if not done correctly, because the facility records are the main proof that the Department and the regulated facility have fulfilled their regulatory responsibilities. Project records include paper files, electronic files, and information in program databases.

Functional Area Title: OTHER DUTIES AS ASSIGNED

E/M	% of Time	Duty Statement
E	5 %	The incumbent performs miscellaneous duties in support of the general program as directed by the Section Manager or Program Manager. These tasks may include, but are not limited to, department-mandated projects, program-related research in support of policy or regulation development, training/mentoring of junior staff as directed by the Section Manager, serving on hiring teams, and writing draft regulations. The incumbent also actively participates in the performance evaluation process and seeks out training and educational opportunities in accordance with the current training plan.

Percentage Total: 100%

3. Other Work Details

3.1. List the computer software and hardware used to perform the duties described. Estimate how often each is used (e.g. daily, 2-3 times a week, 1-2 times a month, etc.).

Computer equipment: laptop and desktop computers with a variety of software including operating systems, databases, word processors, spreadsheets, email, internet browsers, search engines, and photo editors. Teams-based communication.

Office equipment: Teams-based or desk telephones and cell phones, photocopiers, printers, plotters and scanners; calculators; digital cameras; video cameras; LCD projectors; and, video players.

Most used daily.

3.2. List the equipment and materials used to perform the duties described, including machinery, tools, instruments, vehicles, etc. Estimate how often each is used (e.g. daily, 2-3 times a week, 1-2 times a month, etc.).

Field equipment: motor vehicles, binoculars, handheld GPS units, gas meters, portable sampling and monitoring equipment; compasses and clinometers; survey equipment; and, cell phones.

Used during field inspections.

3.3. List the guides and references regularly used to perform the duties described. Examples include federal and state laws and regulations, professional standards, building codes, trade practices, contracts, and policy and procedure manuals. Explain how and why these guides and references are used. Estimate how often each is used (e.g. daily, 2-3 times a week, 1-2 times a month, etc.).

Alaska Administrative Code - 6 AAC 50, 80, 85, 18 AAC 15, 50, 60, 62, 70, 72, 75, 80, and 95 (daily use)

Alaska Statutes - Title 44, Title 46, Code of Federal Regulations 40 CFR 61, 122, 124, 131, 257, 258, 260 - 279, 503, and 761 (Statutes used 2 - 3 times per month)

Clean Air Act, Clean Water Act, National Environmental Policy Act, Resource Conservation and Recovery Act, Solid Waste Disposal Act, Toxic Substances Control Act (Federal laws are consulted monthly)

Guides -*Alaska Recommended Practices for Monitoring Well Design, Installation, and Decommissioning*, Course materials for *Sanitary Landfill Design* (University of Wisconsin), APHA/AWWA/WEF *Standard Methods for the Examination of Water and Waste Water*, McCoy RCRA, EPA test methods for chemical monitoring, ADEC *Complaint Automated Tracking System (CATS) Users Guide*, ADEC *Enforcement Manual* (Estimate guides are used 1 -2 times per month)

3.4. Describe the level of authority and independence the incumbent of the position exercises. List the actions the incumbent takes or the decisions the incumbent makes on a regular basis without obtaining prior approval from a higher level employee. For example, explain how the position has the authority to commit the organization, or any parts thereof, to a course of action.

- Advise applicants on waivers or flexibilities related to hazardous waste regulations if applicable. Make recommendations to the Section Manager on whether to approve flexibility.
- Directs facility operators to make changes to their operations or facility designs. Informs the Section

Manager of decisions.

- Negotiates the terms of hazardous waste permits and informs the Section Manager of decisions.
- Performs scientific analysis of monitoring data pertaining to groundwater, surface water, or other environmental data to determine trends and potential for violations. Directs facility operators to perform additional monitoring or corrective action based the outcome of this review.
- Investigates complaints and decides whether the complaint has merit and warrants further action.
- Makes recommendations to the Section Manager to initiate enforcement actions.
- Make independent decisions in the field during inspections on how inspection will be conducted. Direct facility operators to make changes to their operations or facility design during inspections.
- Direct applicants to provide specific information on permits and plan approvals.
- Conduct pre-application meetings with potential applicants.
- Negotiate solutions to differences between agencies and applicants regarding the development of suitable plans and designs for permits.
- Coordinate with environmental groups and other state, federal, and local agencies on hazardous waste facility issues.
- Direct owners/operators to meet permit conditions such as providing updated site plans.
- Review cost documents and financial assurance documents.
- Give interviews with the news media when requested, following Department policy.

3.5. Describe the nature of the contacts the incumbent has with other people in order to perform the duties described. Include who is contacted, the reason for the contact, and how often the contact is made.

Daily contact with hazardous waste program staff in order to effectively perform duties assigned.

Frequent contact with other State agency personnel in order to effectively perform duties as assigned.

Frequent contact with hazardous waste facility owners and operators, stakeholders, and general public to effectively perform duties as assigned.

3.6. Describe the consequence of an error made by a prudent employee in the performance of the essential functions assigned to the position. What is the consequence of that error to individuals, operations, and programs?

Decisions made in error by the incumbent have the potential to expose people, animals, and other ecological receptors to dangerous industrial chemicals and wastes, and can be measured in the increased release of contaminants to the environment, chronic and acute health effects, establishment of unintentional precedents, lost work time, cost overages due to poor design and materials, loss of project funding, scheduling delays, conflict within the community, and ineffective waste disposal facilities and programs.

3.7. List critical requirements of the position not previously described (e.g., skills in keyboarding, writing, negotiating, communications, etc.).

Leadership skills and the ability to stay on track with projects and complete them on time, good program and project management skills, and the flexibility to adjust to changing priorities. Excellent oral and written communication skills including public speaking and cross-cultural communication. The ability to communicate complex legal and scientific issues to a diverse range of people, including owners/operators, contractors, DEC staff and management, other agency representatives, community leaders, and the general public. Strong time management skills are needed, as is the ability to work under stress. This position interacts with a diversity of people, including elected officials, members of the media, legal representatives, other agency staff, technical experts, engineers and environmental consultants, so strong negotiating and consensus-building skills, as is the ability to work well with a variety of personalities. The ability to prevent

or minimize a crisis is a critical skill and relies on communicating potential problems, advising other staff on methods to mitigate problems, and notifying management before a crisis develops.

The ability to use sound professional judgment to recommend approval, amendment, or rejection of permit applications, renewals, or plan approvals submitted by the owner/operator (or their consultants) to ensure conformance with State law and the concepts, principals, and practices of geology, hydrogeology, biology, engineering, and chemistry. A working depth of knowledge of geology, hydrogeology, chemistry, biology, fate and transport of leachate in the environment, physics and mathematics and an ability to independently analyze and synthesize data and solve problems within these disciplines. A good understanding and working knowledge of accounting practices, business math, economics. A general understanding of basic construction practices; heavy equipment use and maintenance; drilling and well construction practices; wastewater treatment operations; engineered wetlands and wetlands management; waste incineration technologies and practices; and, waste-to-energy technologies and practices. A general understanding of Alaska political, cultural, and tribal issues and systems.

Hazardous waste management potentially impacts all people and the Hazardous Waste Program interacts with almost all other state programs. Also, the issues in hazardous waste management vary from region to region in the state. Therefore, hazardous waste management issues arise from a variety of circumstances, can include multiple disciplines, and range from the very simple to the very complex and controversial. Due to the variety in the level of involvement and the random order with which the issues arise, this job demands the ability to work at and within the two extremes, and the flexibility to make mental adjustments needed to move quickly between those extremes.

3.8. List licenses, certifications, registrations, physical or other standards required by state or federal law or regulation to perform the duties described. Cite the specific authority (e.g. law or regulation, such as the OSHA Bloodborne Pathogens Act).

Valid driver`s license.

State of Alaska Inspector Credentials (or attain within 1 year).

4. Work Demands

The following identifies some of the physical and mental demands and potential hazards typically encountered by this position. These are job demands which can be ***reasonably anticipated and are an expectation of the job***.

Keeping in mind the essential functional areas and duty statements described in section 2, select the rating that best matches the requirement of this position according to the following descriptions:

Rating Description

Not Required (N): Not required of this position.

Present (P): Requirement **is** present, but **is not** essential to the position. (For example, a receptionist may encounter aggressive or angry people, but this is not an essential assignment.)

Occasional (O): Required 33 percent of the time or less **and** essential to the position. (For example, a lifeguard swims only occasionally, but it is essential that a lifeguard be able to swim; a correctional officer must control aggressive/angry people who are life threatening.)

Frequent (F): Required over 33 percent of the time **and** essential to the position.

Items checked below must be consistent with the duty statements listed in section 2.

4.1 Physical Requirements

Title	Rating			
	N	P	O	F
Sitting				F
Walking			O	
Standing			O	
Running	N			
Jumping	N			
Bending or twisting			O	
Squatting or kneeling			O	
Crawling	N			
Reaching above shoulder level		P		
Reaching below shoulder level			O	
Ascending or descending using a ladder or other conveyance		P		
Climbing stairs		P		
Driving cars, light duty trucks			O	
Driving heavy duty vehicles	N			
Using floor mounted foot controls to operate equipment (e.g., not driving a car)	N			
Repetitive motion of hands/fingers (e.g., keyboarding, turning pages)				F
Fine manipulation with fingers			O	
Pinching with fingers		P		
Grasping with hand, gripping		P		
Load, unload, aim, and fire handguns, shotguns or other firearms	N			

Lifting/carrying up to 25 pounds			O	
Lifting/carrying 26-50 pounds		P		
Lifting/carrying more than 50 pounds	N			
Pushing/pulling up to 25 pounds			O	
Pushing/pulling 26-50 pounds		P		
Pushing/pulling more than 50 pounds	N			
Balancing on moving surfaces	N			
Balancing on narrow surfaces	N			
Balancing on slippery surfaces	N			
Balancing on uneven surfaces	N			
Restraining/grappling with people in a public protection environment	N			
Seeing objects at a distance			O	
Seeing objects peripherally			O	
Using depth perception			O	
Seeing close work (e.g., typed print)				F
Distinguishing colors		P		
Hearing conversations or sounds				F
Hearing via radio or telephone				F
Communicating through speech				F
Communicating by writing/reading				F
Distinguishing odors by smell		P		
Distinguishing tastes	N			

4.2 Work Environment

Title	Rating			
	N	P	O	F
Work in/exposure to inclement weather			O	
Work in/exposure to cold water			O	
Work/live in remote field sites			O	
Work in confined areas (under desks, in heating vents, etc.)	N			
Exposure to dust, chemicals, or fumes		P		
Exposure to hazardous equipment (e.g., guns, chainsaws, explosives)	N			
Exposure to electrical current (not outlets)	N			
Swimming/scuba diving	N			
Work at heights up to 25 feet (e.g., towers, poles)	N			
Work at heights over 25 feet (e.g., towers, poles)	N			
Work in urban or highway traffic (other than driving)	N			
Work around moving machinery or mobile equipment			O	
Work around moving mechanical parts			O	
Work on and off moving equipment	N			
Work on slippery or uneven surfaces	N			
Work/travel in boat/small aircraft/helicopters			O	

Exposure to high noise levels		P		
Exposure to infection, germs, or contagious diseases (e.g., hospital, lab, clinic, etc.)	N			
Exposure to blood, body fluid, or materials potentially contaminated by blood or body fluids (e.g., hospital, lab, clinic, public protection environment)	N			
Exposure to needles or sharp implements (e.g., hospital, kitchens)	N			
Use of hot equipment (e.g., kitchen ovens, lab equipment)	N			
Exposure to wild/dangerous animals		P		
Exposure to insect bites or stings		P		
Exposure to aggressive/angry people in a public protection environment (e.g.: State Troopers, Correctional Officers, Probation Officer)	N			
Exposure to aggressive/angry people in the work environment		P		

4.3 Other Work Demands

Title	Rating			
	N	P	O	F
There are no other work demands.				

4.4. Explain any special physical, mental, or behavioral requirements of the position that have not already been addressed.

5. Supervisory Authority

This page must be completed if PCN **187883** is assigned supervisory or lead level authority (this includes Labor, Trades and Crafts foreman positions). In the chart below, list each position PCN **187883** supervises or leads. Record **187883**'s level of authority for each area of responsibility according to the definitions below. Subordinate positions listed must be consistent with those reflected on the staffing chart, and levels of authority must be substantiated in all other applicable portions of the PD (i.e. duties, guides, actions, decisions).

Note: These ratings are not dependent upon whether the position has actually exercised the authority, but rather what level is assigned.

Level Definition of Level of Authority Assigned

- 1 = Has authority to take action; notification to supervisor may or may not be necessary afterward.
- 2 = Effectively recommends and discusses decision with supervisor; then takes action.
- 3 = Presents recommendations to supervisor; supervisor makes decision and directs position to take action.
- 4 = No authority to take or recommend action.

Is PCN **187883** assigned supervisory or lead level authority for one or more of the responsibilities listed in the chart below? **No** If no, skip this section.

PCN 187883's Responsibilities and Assigned Level of Authority

Positions Directly Supervised or Led by PCN 187883	Employ (includes authority to hire, transfer, layoff, OR recall)	Discipline (includes authority to suspend, demote, OR issue written warnings)	Discharge	Adjudicate Grievances (includes authority to respond to a first level grievance under a collective bargaining agreement)	Assign Work	Set Task Priorities	Check Quality of Work	Evaluate Performance	Instruct & Train Staff

None



STATE OF ALASKA

Position Description

Class Title:

Environmental Program Specialist
1

**Position Control
Number (PCN):**

187883

Recruitment Type: Flexibly Staffed

1. Position Control Information

Class Title: Environmental Program Specialist 1		Title Code: PK0211	Grade: 14
		Salary Schedule:	N/A
Bargaining Unit: General Government - Personal Leave		Bargaining Unit Code:	GP
Department: Environmental Conservation		Department Number:	18
Division: Environmental Health			
Region/Section/Unit: Hazardous Waste Program			
Location: Anchorage		Location Code: EBA	
Time Class: Full Time/OMB Authorized	Seasonal Code:	FR - Full time regular	Time Class Code: FACL
FLSA Exempt: No		Strike Class: 3	
Position requires the incumbent to possess a Commercial Driver's License (CDL), to maintain registration with the federal CDL Drug & Alcohol Testing Clearinghouse, and to provide consent to the Employer to review driver information in accordance with 49 CFR 382:			
			No
Position requires possession of, or access to, firearms or ammunition:			
			No
Home Unit: ZESL			
Labor Distribution Code (LDP): DEC31			
Physical Work Address: 555 Cordova Street, Anchorage			
Work Phone: 907-269-XXXX			
Supervisor Information			
PCN: 187874 Title: Environmental Program Manager 1			
Physical Work Address: 555 Cordova Street Anchorage			
Work Phone: 907-269-XXXX			

Type of Action:	New Position
Effective Date:	07/07/2022
Division of Personnel Section:	Classification
Reviewed By:	Amy Lindsley, Human Resource Consultant 1, on 07/07/2022
Approved By:	Amy Lindsley, Human Resource Consultant 1, on 07/07/2022
Closed out by:	Sandra Tagaban, Human Resource Technician 2, on 07/08/2022

2. Duties

2.1. In one or two sentences, state the main purpose of the position.

The main purpose of this position is to implement and enforce the state hazardous waste regulations in order to protect public and environmental health by minimizing the impacts of hazardous waste treatment and disposal activities, to actively manage the risk factors associated with hazardous waste storage, treatment and disposal activities, and serve as a point-of-contact between the department and the regulated community. Coordinate with facility owners and operators, local, state, and federal agencies, private citizens and organizations, and other groups. Duties of this position include permitting, monitoring, and assessing compliance at solid waste facilities.

At the EPS 1 level, the incumbent is at a training level, and functions under close supervision as a project manager to regulate hazardous waste generators, transporters, and treatment, storage, and disposal facilities in Alaska.

2.2. Starting from the most to the least important, list the functional areas assigned to the position. Within each functional area, describe the duty statement associated; estimate the percentage of time spent performing the duties; and define each area as essential (E) or marginal (M).

Functional Area Title: OVERVIEW		
E/M	% of Time	Duty Statement
E	0 %	OVERVIEW - HAZARDOUS WASTE PROGRAM: The Hazardous Waste Program is an EPA Primacy Program, meaning that the Department of Environmental Conservation is implementing the federal Hazardous Waste Program in Alaska on behalf of the Environmental Protection Agency. The Hazardous Waste Program has the necessary authorities and procedures, including staffing and technical capabilities, to take action as needed to enforce compliance with Resource Conservation and Recovery Act, Subtitle C federal criteria under Title 40, Parts 260 through 279 of the Code of Federal Regulations (40 CFR 260 - 279), and 40 CFR 124, Procedures for Decision Making. Hazardous Waste Management includes regulation and oversight of hazardous waste classification, hazardous waste generators and transporters, permitting of hazardous waste treatment, storage, and disposal facilities, corrective action oversight, and land disposal restrictions. OVERVIEW - HAZARDOUS WASTE PROJECT MANAGEMENT Project management encompasses the elements associated with the program's interaction with hazardous waste facility owners and operators, other government agencies, local governments, and the general public. In making decisions, the incumbent draws upon a variety of resources that include sound professional judgment, broad-based scientific knowledge, Federal and State regulations, best management practices, national standards for hazardous waste management, and other related regulations and/or standards. Decisions are made with careful consideration of risk, complexity, political, environmental and social ramifications, costs, and benefits and are applied to site-specific conditions and situations. At the EPS 1 level, under close supervision, the incumbent plans and carries out hazardous waste program activities, determines the approach to be taken and methods to be used, resolves most conflicts that arise, coordinates with others as necessary, and interprets policy

in terms of established objectives. Under close oversight, the incumbent communicates with facility operators and owners, reviews permit applications and plans, performs compliance inspections of facilities, evaluates facility designs, and provides scientific reviews of complex groundwater and surface water analytical data. The incumbent informs their direct supervisor - EPM 1 - Hazardous Waste Section Manager (Section Manager) of progress, potentially controversial matters, and problems with far-reaching implications. The incumbent uses initiative and resourcefulness, when necessary, to deviate from, refine or extend traditional methods and practices, or to develop and recommend new or modified methods, criteria, or policies.

The incumbent is developing knowledge of program principles and procedures and the skill to solve complex problems that involve diverse aspects of the hazardous waste program, including performing investigations, inspections, and overseeing difficult activities, modifying or adapting established methods or making significant departures from previous approaches to solve similar problems, and evaluating, modifying or adapting new methods to meet the requirements of particular situations. The incumbent uses management, administrative, and coordinative knowledge to provide advice, review, evaluation, education or training, negotiation, and problem-solving services in the hazardous waste program areas.

Functional Area Title: REGULATORY AUTHORIZATIONS (PERMITTING, DESIGN REVIEW)

E/M	% of Time	Duty Statement
E	10 %	Permits and design reviews are the two main ways the Hazardous Waste Program authorizes hazardous waste storage, treatment, and disposal activities. Permit applications and plans must demonstrate that a facility will comply with regulations, that the facility will contain waste within established boundaries, that waste treatment systems will properly treat the waste to reduce its volume or toxicity, and that facilities will not pollute air, land, and water. Design reviews are necessary to ensure that new facilities or modifications of existing facilities will meet regulatory requirements and industry standards, contain waste, be safe, minimize pollution, and ensure no adverse effect on public health and the environment. Designs may be submitted as part of a permit application or plan, or may be a separate document. Under close oversight, the incumbent is learning and applying the procedures for permitting and design review for hazardous waste landfills, storage facilities, and treatment facilities. Permitting At the EPS 1 level, permitting tasks will be conducted under close supervision. The incumbent may lead, coordinate, and participate in pre-application meetings and other project meetings, which may include the applicant, consultants, and representatives of other regulatory programs and agencies. These professionals may include engineers, environmental scientists, hydrologists, or other specialists. Coordinate with representatives of other agencies, including other state regulators (both ADEC and other state agencies); federal regulators, including representatives of the Environmental Protection Agency or the United States Army Corps of Engineers; and local agencies. These interactions require strong communication skills, good judgment, and tact. Under close supervision, review permit applications and plans for compliance with regulations. Permit application packages include operations plans, monitoring plans, storage plans, and closure plans. The review ensures facilities are designed and operated in accordance with the regulations, and standard industry practices (see plan reviews job functions below for additional details). Evaluate the geologic location where the hazardous waste facility will be sited. This includes evaluating the depth to groundwater and the proximity of the facility to surface water bodies

and drinking water wells, reviewing boring logs to determine the soil characteristics beneath the proposed hazardous waste facility, and in permafrost areas, evaluating the thermal characteristics of the proposed location, through the application of principles of geology.

Evaluate all requests for waivers from or alternative compliance with regulatory requirements. Make decision on whether to grant a waiver or allow alternative compliance, considering whether the request is legally possible, the benefits and consequences of granting the request, and whether there will be any adverse effects to public health or the environment.

Evaluate financial assurance documentation included with the facility application to determine if it is adequate to pay for all closure and post-closure costs. Decide whether the applicant's proposed financial assurance mechanism is recognized in the regulations and whether the amount of funds reserved for closure and post-closure will meet the costs of performing these activities.

Permits are subject to public comment, which may be contentious and politically charged. Review and evaluate all comments received from the public or other agencies during the public comment period, consider the significance of each comment, and decide whether each comment raises an issue that affects the Department's decision to approve or deny the permit. Add conditions to the permit if it is necessary to satisfy any significant issue raised by a comment or may ask the applicant for additional information if necessary to satisfy a significant comment. Prepare a responsiveness summary for projects that are highly contentious or projects that receive a significant number of comments.

Prepare permits, including specific stipulations to be included in the permit document, prepare a detailed decision document explaining the decision to grant or deny the permit, and develop numeric performance standards for waste treatment facilities. Permits are elevated to the Program Manager for signature.

Plan Review

Review monitoring, operations, and closure plans, both as part of permit applications, and as separate plans independent of permitting. At full proficiency, position has signature authority for approving plans not associated with permits; however, at the EPS 1 or 2 level, signature authority goes to the Section Manager.

- **Monitoring Plan Review**

Perform a detailed evaluation of the proposed monitoring plan. Monitoring plans may include visual monitoring, surface water monitoring, groundwater monitoring, thermal monitoring, leachate monitoring, and/or slope stability monitoring. Evaluate whether the selected monitoring points will accurately detect leachate migration from the landfill to groundwater and surface water. Use knowledge of chemistry to determine if a plan's proposed analytical parameters are adequate, based on the physical and chemical constituents in the wastes disposed at the site. Review well design plans to ensure that the wells will function as planned. Ensure that the plan includes adequate quality assurance/quality control procedures to ensure that samples are collected, transported, and analyzed correctly and accurately.

- **Operations Plan Review**

Evaluate how the operator will perform day-to-day operations to ensure that the facility will be operated consistently with both the permit and the regulations. Evaluate the facility development plan, equipment management, employee training, and recordkeeping. The ultimate goal of the operations plan review is to ensure that facility operations will not cause public health or environmental concerns. The employee will direct the applicant to revise the operations plan to reflect any changes that are necessary.

- **Closure Plan Review**

Review closure plan to determine if the applicant has adequately considered how they will close the facility after operations cease. Review final closure design to ensure that the facility will be stable and whether the facility has an increased likelihood of causing adverse environmental effects. Review the cost estimate for closure of the facility and post-closure monitoring of the closed facility to determine if the amount is accurate and realistic. This

estimate is the basis for the financial assurance required for a permitted facility.

Facility Design Review

Perform review of facility design drawings for new facilities, modifications and expansions of existing facilities, and closure of existing facilities. This review will be for completeness and regulatory compliance. Ensure that design will meet regulatory requirements and industry standards, contain waste, be safe, minimize pollution, and ensure no adverse effect on public health and the environment.

Functional Area Title: REGULATORY COMPLIANCE

E/M	% of Time	Duty Statement
E	35 %	Facility inspections and data review are the two main ways that the Hazardous Waste Program evaluates a facility's compliance with the regulations and, if applicable, the facility permit or plan approval, and ensures that a facility is not impacting public health, the environment, or resources of the State of Alaska. Enforcement is the tool used by the Hazardous Waste Program to require a person to comply with environmental laws. Inspections At the EPS 1 level, the incumbent will be at a training level regarding inspections, and will be developing inspection skills under close supervision. Perform compliance inspections accompanied by senior staff on behalf of ADEC to assess a facility's compliance with Hazardous Waste regulations. Inspections may occur at hazardous waste generator facilities, at hazardous waste treatment, storage, or disposal facilities, at hazardous waste transporter facilities, or at other facilities related to hazardous waste management. Inspections may include, but are not limited to, review of hazardous waste containment, review of hazardous waste labels, satellite accumulation areas, assessing a facility's structural stability, assess potential environmental or public health problems caused by a facility, and inspect pollution control equipment and processes. The incumbent has full authority and autonomy to commit ADEC to a course of action based on the findings made during the inspection. Review file documentation prior to inspection. Observe and evaluate the operations at the facility to look for permit and operating plan violations. Observe perimeter of facility to look for signs of waste or contaminants escaping the facility, including signs of stressed vegetation and signs of waste impacting surface water around facility. Review records at hazardous waste facility, including copies of hazardous waste manifests or bills of lading for other waste managed by facility. Review records related to hazardous waste determinations, any related analytical results, land disposal restrictions, universal waste management records, or other documentation related to facility management. Records review is an essential task to ensure that hazardous waste has been managed properly. For hazardous waste storage or treatment facilities, in addition to records review and review of items mentioned above, ensure that waste is contained within designated management areas. Inspect perimeter of facility to look for signs of spills or leaks, damage to the environment, or signs of impact to surface water. For hazardous waste landfills, perform an onsite analysis of the landfill working face, surface, and side slope, looking for signs of erosion, calving, subsidence, liner slippage, and liner damage that could ultimately result in facility failure. Analysis may include using field equipment, such as a clinometer, to evaluate whether the landfill complies with its design and permit. Perform an analysis of the landfill's water drainage system, leachate collection system, and leachate treatment system. Observe drainage's to determine if there is any damage due to erosion or other factors. Poor facility drainage could result in water ponding of stormwater, which could attract disease vectors, such as birds or mosquitoes, to the facility.

Document inspection using field notebook, program inspection form, photographs, and possibly video. After inspection, prepare inspection report that identifies facility issues that are out of compliance with permit and regulations. May initiate enforcement proceedings for significant non-compliance.

Collect information at the facility, including written notes, inspection form completion, photos, interviews with facility personnel, and information on records review possibly including copies. Evidence obtained through inspection may be used as part of enforcement, and may be required for use if a case goes to court.

Monitoring Data Review

At the EPS 1 level, the incumbent is developing the skills to review monitoring data. Under close oversight of an experienced staff member, review and evaluate monitoring reports for hazardous waste landfills, storage facilities, and treatment facilities, including surface water, groundwater, and waste treatment monitoring data, using principles of chemistry and hydrology. Review includes comparison of monitoring data against previous data collected at the facility, review of monitoring data against State and Federal water quality standards, and evaluation of statistical analyses performed by permittee. Independently determine whether analytical data indicate that a facility is causing or contributing to an offsite surface water or groundwater contamination problem.

Enforcement and Corrective Action

Enforcement and corrective action are tasks that are above the level of an EPS 1. At this level, the individual may assist senior staff or the Section Manager with tasks in support of enforcement and corrective action, with the goal for the individual to learn skills that can eventually be utilized at the EPS 2 or 3 level.

Functional Area Title: TECHNICAL ASSISTANCE TO HAZARDOUS WASTE FACILITIES

E/M	% of Time	Duty Statement
E	20 %	Technical Assistance Under close oversight, learn the skills to be able to provide technical assistance to regulated facilities, and provide advice within the incumbent's developing knowledge base. Provide technical assistance in the form of advice and assistance to the regulated community on a daily basis. Technical assistance is a higher-order task that requires a thorough knowledge of the Hazardous Waste Program and regulations. This will be a critical function of ADEC's Hazardous Waste Program, especially for smaller generators (Very Small Quantity Generators and Small Quantity Generators), where the generator may not be familiar with the complex requirements in RCRA Subtitle C. This will require the ability to communicate complex information in a simple, understandable manner.

Functional Area Title: PUBLIC ASSISTANCE, COMPLAINT INVESTIGATIONS, AND PUBLIC OUTREACH

E/M	% of Time	Duty Statement
E	10 %	The Hazardous Waste Program communicates with members of the public regarding hazardous waste issues. These communications may include general public assistance, response to complaints about improper hazardous waste management activity, or public outreach regarding management of hazardous waste.

Public Assistance

Respond on the phone or by correspondence to any inquiries from the public and any agencies, organizations, and the media. This includes questions about the program, completing surveys and questionnaires, and comments on interim documents. Provide comment and technical advice on proposed projects submitted for review to the program by other state or federal agencies.

Complaint Response

Under close oversight, investigate hazardous waste complaints received from members of the public and other regulatory personnel. Investigate complaint or issue utilizing tools learned in enforcement training. Investigation may include conversations with the complainant and the person alleged to be conducting the activity, if known, as well as others with information about issue. Based on conversation, may perform a site visit or recommend to supervisor that another regulator visit the site. Use independent judgment and autonomy in the field in making an evaluation of the circumstances. Decide whether the complaint has merit. Attempt to resolve valid complaint first by persuasion. If persuasion will not resolve issue, elevate the decision on whether to initiate enforcement to the Section Manager.

Public Outreach

Prepare presentations and training materials, conduct meetings, workshops, training sessions, and assist with public hearings with industry, government, interest groups and the general public about hazardous waste management practices, problems, solutions, training, and regulations.

Functional Area Title: PROGRAM MANAGEMENT AND ADMINISTRATION

E/M	% of Time	Duty Statement
E	20 %	Personal training and equipment needs Suggest and attend training relevant to developing knowledge and skills in solid waste processes, procedures, and policies. Recommend equipment needs, and set goals to advance in levels of proficiency. Work on completing training tasks in EPS 1 training plan. Program Administration Assist the Section Manager in planning, setting goals and objectives in assigned areas of responsibility, and identifying issues needing further attention. Serve as the Acting Section Manager with all the responsibilities and authorities of the position, as delegated and directed by the Section Manager. Support the Section Manager in completing program activities by researching environmental issues, reviewing coworker's reports and correspondence for technical accuracy, and providing other general program support. Program Management Track time spent on individual projects and assignments, generate bi-weekly timesheets, respond to emails and phone calls, stay current on trends and advances in the hazardous waste industry through internet research and by reading trade journals. Records Management Manage project records for each hazardous waste facility for which the incumbent is responsible to document all permitting, inspection, and enforcement actions at that facility. Project records management is very important and has significant repercussions if not done correctly, because the facility records are the main proof that the Department and the regulated facility have fulfilled their regulatory responsibilities. Project records include paper files, electronic files, and information in program databases.

Functional Area Title: OTHER DUTIES AS ASSIGNED

E/M	% of Time	Duty Statement
E	5 %	The incumbent performs miscellaneous duties in support of the general program as directed by the Section Manager or Program Manager. These tasks may include, but are not limited to, department-mandated projects, program-related research in support of policy or regulation development, training/mentoring of junior staff as directed by the Section Manager, serving on hiring teams, and writing draft regulations. The incumbent also actively participates in the performance evaluation process and seeks out training and educational opportunities in accordance with the current training plan.

Percentage Total: 100%

3. Other Work Details

3.1. List the computer software and hardware used to perform the duties described. Estimate how often each is used (e.g. daily, 2-3 times a week, 1-2 times a month, etc.).

Computer equipment: laptop and desktop computers with a variety of software including operating systems, databases, word processors, spreadsheets, email, internet browsers, search engines, and photo editors. Teams-based communication.

Office equipment: Teams-based or desk telephones and cell phones, photocopiers, printers, plotters and scanners; calculators; digital cameras; video cameras; LCD projectors; and, video players.

Most used daily.

3.2. List the equipment and materials used to perform the duties described, including machinery, tools, instruments, vehicles, etc. Estimate how often each is used (e.g. daily, 2-3 times a week, 1-2 times a month, etc.).

Field equipment: motor vehicles, binoculars, handheld GPS units, gas meters, portable sampling and monitoring equipment; compasses and clinometers; survey equipment; and, cell phones.

Used during field inspections.

3.3. List the guides and references regularly used to perform the duties described. Examples include federal and state laws and regulations, professional standards, building codes, trade practices, contracts, and policy and procedure manuals. Explain how and why these guides and references are used. Estimate how often each is used (e.g. daily, 2-3 times a week, 1-2 times a month, etc.).

Alaska Administrative Code - 6 AAC 50, 80, 85, 18 AAC 15, 50, 60, 62, 70, 72, 75, 80, and 95 (daily use)

Alaska Statutes - Title 44, Title 46, Code of Federal Regulations 40 CFR 61, 122, 124, 131, 257, 258, 260 - 279, 503, and 761 (Statutes used 2 - 3 times per month)

Clean Air Act, Clean Water Act, National Environmental Policy Act, Resource Conservation and Recovery Act, Solid Waste Disposal Act, Toxic Substances Control Act (Federal laws are consulted monthly)

Guides -*Alaska Recommended Practices for Monitoring Well Design, Installation, and Decommissioning*, Course materials for *Sanitary Landfill Design* (University of Wisconsin), APHA/AWWA/WEF *Standard Methods for the Examination of Water and Waste Water*, McCoy RCRA, EPA test methods for chemical monitoring, ADEC *Complaint Automated Tracking System (CATS) Users Guide*, ADEC *Enforcement Manual* (Estimate guides are used 1 -2 times per month)

3.4. Describe the level of authority and independence the incumbent of the position exercises. List the actions the incumbent takes or the decisions the incumbent makes on a regular basis without obtaining prior approval from a higher level employee. For example, explain how the position has the authority to commit the organization, or any parts thereof, to a course of action.

- Advise applicants on waivers or flexibilities related to hazardous waste regulations if applicable. Make recommendations to the Section Manager on whether to approve flexibility.
- Performs scientific analysis of monitoring data pertaining to groundwater, surface water, or other

environmental data to determine trends and potential for violations. Directs facility operators to perform additional monitoring or corrective action based the outcome of this review.

- Investigates complaints and decides whether the complaint has merit and warrants further action.
- Makes recommendations to the Section Manager to initiate enforcement actions.
- Direct applicants to provide specific information on permits and plan approvals.
- Coordinate with environmental groups and other state, federal, and local agencies on hazardous waste facility issues.
- Review cost documents and financial assurance documents.
- Give interviews with the news media when requested, following Department policy.

3.5. Describe the nature of the contacts the incumbent has with other people in order to perform the duties described. Include who is contacted, the reason for the contact, and how often the contact is made.

Daily contact with hazardous waste program staff in order to effectively perform duties assigned.

Frequent contact with other State agency personnel in order to effectively perform duties as assigned.

Frequent contact with hazardous waste facility owners and operators, stakeholders, and general public to effectively perform duties as assigned.

3.6. Describe the consequence of an error made by a prudent employee in the performance of the essential functions assigned to the position. What is the consequence of that error to individuals, operations, and programs?

Decisions made in error by the incumbent have the potential to expose people, animals, and other ecological receptors to dangerous industrial chemicals and wastes, and can be measured in the increased release of contaminants to the environment, chronic and acute health effects, establishment of unintentional precedents, lost work time, cost overages due to poor design and materials, loss of project funding, scheduling delays, conflict within the community, and ineffective waste disposal facilities and programs.

3.7. List critical requirements of the position not previously described (e.g., skills in keyboarding, writing, negotiating, communications, etc.).

Leadership skills and the ability to stay on track with projects and complete them on time, good program and project management skills, and the flexibility to adjust to changing priorities. Excellent oral and written communication skills including public speaking and cross-cultural communication. The ability to communicate complex legal and scientific issues to a diverse range of people, including owners/operators, contractors, DEC staff and management, other agency representatives, community leaders, and the general public. Strong time management skills are needed, as is the ability to work under stress. This position interacts with a diversity of people, including elected officials, members of the media, legal representatives, other agency staff, technical experts, engineers and environmental consultants, so strong negotiating and consensus-building skills, as is the ability to work well with a variety of personalities. The ability to prevent or minimize a crisis is a critical skill and relies on communicating potential problems, advising other staff on methods to mitigate problems, and notifying management before a crisis develops.

The ability to use sound professional judgment to recommend approval, amendment, or rejection of permit applications, renewals, or plan approvals submitted by the owner/operator (or their consultants) to ensure conformance with State law and the concepts, principals, and practices of geology, hydrogeology, biology, engineering, and chemistry. A working depth of knowledge of geology, hydrogeology, chemistry, biology, fate and transport of leachate in the environment, physics and mathematics and an ability to independently analyze and synthesize data and solve problems within these disciplines. A good understanding and working

knowledge of accounting practices, business math, economics. A general understanding of basic construction practices; heavy equipment use and maintenance; drilling and well construction practices; wastewater treatment operations; engineered wetlands and wetlands management; waste incineration technologies and practices; and, waste-to-energy technologies and practices. A general understanding of Alaska political, cultural, and tribal issues and systems.

Hazardous waste management potentially impacts all people and the Hazardous Waste Program interacts with almost all other state programs. Also, the issues in hazardous waste management vary from region to region in the state. Therefore, hazardous waste management issues arise from a variety of circumstances, can include multiple disciplines, and range from the very simple to the very complex and controversial. Due to the variety in the level of involvement and the random order with which the issues arise, this job demands the ability to work at and within the two extremes, and the flexibility to make mental adjustments needed to move quickly between those extremes.

3.8. List licenses, certifications, registrations, physical or other standards required by state or federal law or regulation to perform the duties described. Cite the specific authority (e.g. law or regulation, such as the OSHA Bloodborne Pathogens Act).

Valid driver`s license.

State of Alaska Inspector Credentials (or attain within 1 year).

4. Work Demands

The following identifies some of the physical and mental demands and potential hazards typically encountered by this position. These are job demands which can be ***reasonably anticipated and are an expectation of the job***.

Keeping in mind the essential functional areas and duty statements described in section 2, select the rating that best matches the requirement of this position according to the following descriptions:

Rating Description

Not Required (N): Not required of this position.

Present (P): Requirement **is** present, but **is not** essential to the position. (For example, a receptionist may encounter aggressive or angry people, but this is not an essential assignment.)

Occasional (O): Required 33 percent of the time or less **and** essential to the position. (For example, a lifeguard swims only occasionally, but it is essential that a lifeguard be able to swim; a correctional officer must control aggressive/angry people who are life threatening.)

Frequent (F): Required over 33 percent of the time **and** essential to the position.

Items checked below must be consistent with the duty statements listed in section 2.

4.1 Physical Requirements

Title	Rating			
	N	P	O	F
Sitting				F
Walking			O	
Standing			O	
Running	N			
Jumping	N			
Bending or twisting			O	
Squatting or kneeling			O	
Crawling	N			
Reaching above shoulder level		P		
Reaching below shoulder level			O	
Ascending or descending using a ladder or other conveyance		P		
Climbing stairs		P		
Driving cars, light duty trucks			O	
Driving heavy duty vehicles	N			
Using floor mounted foot controls to operate equipment (e.g., not driving a car)	N			
Repetitive motion of hands/fingers (e.g., keyboarding, turning pages)				F
Fine manipulation with fingers			O	
Pinching with fingers		P		
Grasping with hand, gripping		P		
Load, unload, aim, and fire handguns, shotguns or other firearms	N			

Lifting/carrying up to 25 pounds			O	
Lifting/carrying 26-50 pounds		P		
Lifting/carrying more than 50 pounds	N			
Pushing/pulling up to 25 pounds			O	
Pushing/pulling 26-50 pounds		P		
Pushing/pulling more than 50 pounds	N			
Balancing on moving surfaces	N			
Balancing on narrow surfaces	N			
Balancing on slippery surfaces	N			
Balancing on uneven surfaces	N			
Restraining/grappling with people in a public protection environment	N			
Seeing objects at a distance			O	
Seeing objects peripherally			O	
Using depth perception			O	
Seeing close work (e.g., typed print)				F
Distinguishing colors		P		
Hearing conversations or sounds				F
Hearing via radio or telephone				F
Communicating through speech				F
Communicating by writing/reading		P		
Distinguishing odors by smell		P		
Distinguishing tastes	N			

4.2 Work Environment

Title	Rating			
	N	P	O	F
Work in/exposure to inclement weather			O	
Work in/exposure to cold water			O	
Work/live in remote field sites			O	
Work in confined areas (under desks, in heating vents, etc.)	N			
Exposure to dust, chemicals, or fumes		P		
Exposure to hazardous equipment (e.g., guns, chainsaws, explosives)	N			
Exposure to electrical current (not outlets)	N			
Swimming/scuba diving	N			
Work at heights up to 25 feet (e.g., towers, poles)	N			
Work at heights over 25 feet (e.g., towers, poles)	N			
Work in urban or highway traffic (other than driving)	N			
Work around moving machinery or mobile equipment			O	
Work around moving mechanical parts			O	
Work on and off moving equipment	N			
Work on slippery or uneven surfaces	N			
Work/travel in boat/small aircraft/helicopters			O	

Exposure to high noise levels		P		
Exposure to infection, germs, or contagious diseases (e.g., hospital, lab, clinic, etc.)	N			
Exposure to blood, body fluid, or materials potentially contaminated by blood or body fluids (e.g., hospital, lab, clinic, public protection environment)	N			
Exposure to needles or sharp implements (e.g., hospital, kitchens)	N			
Use of hot equipment (e.g., kitchen ovens, lab equipment)	N			
Exposure to wild/dangerous animals		P		
Exposure to insect bites or stings		P		
Exposure to aggressive/angry people in a public protection environment (e.g.: State Troopers, Correctional Officers, Probation Officer)	N			
Exposure to aggressive/angry people in the work environment		P		

4.3 Other Work Demands

Title	Rating			
	N	P	O	F
There are no other work demands.				

4.4. Explain any special physical, mental, or behavioral requirements of the position that have not already been addressed.

5. Supervisory Authority

This page must be completed if PCN **187883** is assigned supervisory or lead level authority (this includes Labor, Trades and Crafts foreman positions). In the chart below, list each position PCN **187883** supervises or leads. Record **187883**'s level of authority for each area of responsibility according to the definitions below. Subordinate positions listed must be consistent with those reflected on the staffing chart, and levels of authority must be substantiated in all other applicable portions of the PD (i.e. duties, guides, actions, decisions).

Note: These ratings are not dependent upon whether the position has actually exercised the authority, but rather what level is assigned.

Level Definition of Level of Authority Assigned

- 1 = Has authority to take action; notification to supervisor may or may not be necessary afterward.
- 2 = Effectively recommends and discusses decision with supervisor; then takes action.
- 3 = Presents recommendations to supervisor; supervisor makes decision and directs position to take action.
- 4 = No authority to take or recommend action.

Is PCN **187883** assigned supervisory or lead level authority for one or more of the responsibilities listed in the chart below? **No** If no, skip this section.

PCN 187883's Responsibilities and Assigned Level of Authority									
Positions Directly Supervised or Led by PCN 187883	Employ (includes authority to hire, transfer, layoff, OR recall)	Discipline (includes authority to suspend, demote, OR issue written warnings)	Discharge	Adjudicate Grievances (includes authority to respond to a first level grievance under a collective bargaining agreement)	Assign Work	Set Task Priorities	Check Quality of Work	Evaluate Performance	Instruct & Train Staff
None									

6. Department Request & Certification

Requested Information

Class Title: Environmental Program Specialist 3	Code: P8523	Grade: 18
Environmental Program Specialist 2	P8522	16
Environmental Program Specialist 1	P8521	14
Bargaining Unit: General Government - Personal Leave	Bargaining Unit Code:	GP
Department: Environmental Conservation	Department Number:	18
Division: Environmental Health		
Region/Section/Unit: Hazardous Waste Program		
Location: Anchorage	Location Code:	EBA
Time Class: Full Time/OMB Authorized	Time Class Code:	FACL
Position requires the incumbent to possess a Commercial Driver's License (CDL), to maintain registration with the federal CDL Drug & Alcohol Testing Clearinghouse, and to provide consent to the Employer to review driver information in accordance with 49 CFR 382:		No
Position requires possession of, or access to, firearms or ammunition:		No
Home Unit: ZESL		
Physical Work Address: 555 Cordova Street, Anchorage		
Work Phone: 907-269-XXXX		
Supervisor Information		
PCN: 187874 Title: Environmental Program Manager 1		
Physical Work Address: 555 Cordova Street Anchorage		
Work Phone: 907-269-XXXX		

Requested Actions

New Position

Reason for the Request

New DEC Environmental Health Hazardous Waste Program, funded starting July 1, 2022.

Certification

Supervisor Designee

I certify that the information provided in this submission is accurate and complete to the best of my knowledge.

Robert Blankenburg, Environmental Program Manager 3, on 06/15/2022

Division

I certify that the information provided in this submission is accurate and complete to the best of my knowledge.

DeeAnn Fetko, Administrative Operations Manager 1, on 06/15/2022

Department

I certify that the information provided in this submission is accurate and complete to the best of my knowledge and the required budgetary authorization exists to implement the requested action.

Emma Pokon, Deputy Commissioner, on 06/21/2022

7. Staffing Chart & Attachments

Solid Waste Management Org Chart

PAF for New RCRA Positions

EPS 1 Level Training Plan

Flex Criteria for EPS 1 to 2

EPS 2 Level Training Plan

Flex Criteria for EPS 2 to 3

DEC Transaction Comparison

RCRA Change Record

8. Classification Analysis

Analysis:

All duties, responsibilities and authorities listed within this position description were considered for this analysis.

PCN 187883 implements and enforces the state hazardous waste regulations in order to protect public and environmental health by minimizing the impacts of hazardous waste treatment and disposal activities, to actively manage the risk factors associated with hazardous waste storage, treatment and disposal activities, and serve as a point-of-contact.

The work of PCN 187883 is established under a flexible staffing training plan.

The Environmental Program Specialist 1 is the entry/trainee professional level class which receives formal and on-the-job training in environmental laws, regulations, policies, procedures, and specific requirements in an established environmental program. Assignments are structured to develop knowledge and skills in permitting and licensing requirements, plan review, hazardous material management systems, compliance inspections, enforcement procedures, spill response, or cleanup and recovery practices. Training assignments may focus in a single area of the environment, type of pollutant, or type of business entity or may include multiple areas, pollutants, and businesses. The supervisor assigns specific tasks with clear instructions, reviews the work in progress and on completion, and provides guidance on new assignments, with guidelines directly applicable to the assigned task. At this training level, PCN 187883 is developing knowledge of program principles and procedures and the skill to solve complex problems that involve diverse aspects of the hazardous waste program. This includes performing investigations, inspections, and overseeing difficult activities, modifying or adapting established methods or making significant departures from previous approaches to solve similar problems, and evaluating, modifying or adapting new methods to meet the requirements of particular situations. The position functions under close supervision as a project manager planning and implementing hazardous waste program activities and communicates with facility operators and owners.

The Environmental Program Specialist 2 has responsibility for planning and performing a variety of routine project or program duties involving identifying, analyzing, and making recommendations to resolve recurring problems and situations. Under general supervision, the incumbent uses judgment in interpreting and adapting guidelines and precedents to ensure compliance or improve the administration of environmental programs. The work requires knowledge of the established principles, concepts, and methods of the programs; the policies, organization, operations, and environmental parameters of regulated industries and establishments; state and federal regulatory responsibilities; and sufficient practical knowledge of environmental sciences to assess and correlate data, verify results, and discuss technical aspects of the work with scientists, engineers, and other environmental experts. At this journey level, under general supervision, PCN 187883 plans and implements hazardous waste program activities, determines the approach and methods, resolves most conflicts that arise, coordinates with others, and interprets policy in terms of established objectives. The position makes independent decisions in the field during inspections on conducting the inspection and directs the owners/operators to meet permit conditions. The incumbent negotiates the terms of hazardous waste permits, informing the Section Manager, and negotiates solutions between agencies and applicants regarding the development of suitable plans and designs for permits.

The Environmental Program Specialist 3 job class has full responsibility for well-established aspects of one or more programs or functional areas, involving diverse and complex technical and program considerations. The position involves responsibility for planning and performing a variety of project or program activities involving formulating projects, assessing program effectiveness, investigating or analyzing a variety of unusual conditions or questions, or providing advisory services to state and local government officials and industry representatives. Decisions depend on the assessment of unusual facts or conditions with variations in approach depending on the environmental and political setting, available resources, impact on populations, involvement of other organizations, and incomplete or conflicting data. The work requires management, administrative, or coordinative knowledge and interpreting considerable data, refining existing criteria, or extending or modifying conventional methods and techniques. At this level, PCN 187883 functions independently as an advanced project manager. The position makes decisions on actions regarding the design, operation, and closure of hazardous waste facilities and makes recommendations to the Section Manager to approve or deny hazardous waste permits and permit renewals. The incumbent directs facility

operators to make changes to their operations or facility design during inspections and approves or denies surface water, groundwater, and visual monitoring plans, operations plans, and closure plans, informing the Section Manager of these decisions.

As a flexibly staffed position, the Department of Environmental Conservation may fill the position at any level. The Department may request reallocation to the higher level when: the incumbent completes the approved flex training plan; the supervisor certifies that the incumbent has met the minimum qualifications for the next level; and the incumbent is capable of performing at the higher level.

Conclusions:

PCN 187883 is allocated to an Environmental Program Specialist 3 (Flex 1/2/3). The position is appropriately placed in the General Government Bargaining Unit. Neither supervisory nor lead-level authority is assigned to the position.

FLSA Determination:

PCN 187883 does not meet the criteria for exemption under the Fair Labor Standards Act and is eligible for overtime at all Environmental Program Specialist 1/2/3 levels.