



STATE OF ALASKA

Position Description

**Position Control
Number (PCN):**

187874

Class Title:

Environmental Program Manager 1

Recruitment Type: Normal

1. Position Control Information

Class Title: Environmental Program Manager 1	Title Code: PK0221	Grade: 21
	Salary Schedule: 200	
Bargaining Unit: Supervisory Unit	Bargaining Unit Code: SS	
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: Yes	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:		
Position requires possession of, or access to, firearms or ammunition:		
Home Unit: ZESL		
Labor Distribution Code (LDP): DEC31		
Physical Work Address: 555 Cordova Street,		
Work Phone: 907-269-XXXX		
Supervisor Information		
PCN: 187387 Title: Environmental Program Manager 3		
Physical Work Address: 555 Cordova Street Anchorage		
Work Phone: 907-269-7690		

Type of Action:	New Position
Effective Date:	06/13/2022
Division of Personnel Section:	Classification
Reviewed By:	Amy Lindsley, Human Resource Consultant 1, on 06/13/2022
Approved By:	Amy Lindsley, Human Resource Consultant 1, on 06/13/2022
Closed out by:	Sandra Tagaban, Human Resource Technician 2, on 06/14/2022

2. Duties

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

The main purpose of this position is to manage the Statewide Hazardous Waste Program in Alaska. The incumbent may supervise professional level staff in multiple Department of Environmental Conservation offices.

This position has authority to plan, organize, direct and control resources and program delivery for the Hazardous Waste Program, including developing and implementing procedural controls, budget development and control, personnel administration and procurement.

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 - HAZARDOUS WASTE MANAGEMENT PROGRAM		
E/M	% of Time	Duty Statement
E	0 %	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.

Functional Area Title: Program Management and Administration		
E/M	% of Time	Duty Statement
E	35 %	Assist the Program Manager to plan, set goals and objectives for the statewide program by defining needs and issues related to staffing, compliance, regulatory revisions, and budget. Assist the Program Manager to prepare the program budget and monitor expenses. This includes forecasting costs to accomplish program goals and preparing documents and tracking expenses for travel, training, contracts, and equipment in accordance with established procedures. Balance available resources against the needs of day-to-day situations by ensuring that staffing, training, and available equipment are sufficient to handle existing and forecasted workloads. Coordinate and supervise enforcement actions in response to violations of statutes or regulations. Direct staff investigative efforts, analyze the findings, and determine what level of enforcement is appropriate. Directly supervise, hire, prepare training plans for, and evaluate professional level employees

in accordance with established Human Resources guidance and procedures. Make recommendations to the Program Manager about candidate selection, employee permanent status, promotions, merit increases, and discharge. Implement disciplinary actions, when appropriate and necessary. Resolve intra- and inter-departmental personnel issues related to staff and resolve grievances.

Assign tasks, set priorities and schedules for, and track workload of Hazardous Waste Program staff. Review and approve work completed by professional level staff for scientific accuracy, scientific validity, and conformity to state regulations.

Coordinate and ensure that staff efforts are consistent with established program performance measures regarding regulations, permitting, enforcement, and inspections.

Coordinate with other organizational units within the department and other state and federal agencies on issues related to hazardous waste management. Track the development of federal legislation and draft regulations that pertain to and affect the program and provide feedback to the appropriate agencies.

Provide guidance to staff, other department employees, and stakeholders on the interpretation and application of laws and regulations pertaining to hazardous waste management. Analyze and evaluate controversial matters and conflicting regulations and make recommendation for appropriate response and program policy to the Program Manager.

Develop, or oversee the development of, program position papers and policy, regulations, performance and technical standards, and guidance documents. Communicate the program's position, standards, and policy to supervised staff and ensure supervised staff can communicate the same information to others.

Identify and bring to the attention of the Program Manager issues needing further attention and assist the Program Manager to plan, coordinate, and implement strategies for their resolution.

Serve as the Acting Program Manager with all the responsibilities and authorities of the position as delegated and directed by the Program Manager.

Perform the full range of staff supervisory duties: write position descriptions, hire staff, orient new staff; conduct performance evaluations, recommend and make transfer, disciplinary and promotion actions; adjudicate grievances, motivate staff, and advise staff of training needs and opportunities.

Functional Area Title: Business Operations

E/M	% of Time	Duty Statement
E	30 %	Direct and oversee hazardous waste regulatory activities statewide. These activities include conducting facility inspections, providing advice and technical assistance about regulatory interpretation, training, compliance, and financial options. Prepare new permits for the Program Manager's signature. Direct and oversee staff in their review of permit applications, participate or oversee public meetings and the public process associated with permitting, and the development of permits and subsequent correspondence. Prepare for discussion with the Program Manager and sign Compliance Letters and Notices of Violation. Assist in the negotiations of enforcement actions, such as Compliance Orders By Consent and formal enforcement orders and fines, as well as difficult policy issues. Conduct or direct staff to conduct inspections, respond to complaints and inquiries, and evaluate inspection results, and other compliance information associated with hazardous waste operations. Provide, and supervise staff that provide, technical assistance and information on hazardous waste management requirements and regulations to the news media, legislators, municipal, community and tribal representatives, facility owners and operators, environmental interest

groups, and the general public.

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

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

Supervise hazardous waste facility inspectors and direct responses to all state-wide hazardous waste complaints from the public, industry or government, including: Responding to all complaints from the public or industry within 24 hours; Inspecting the site and interviewing the complainant when possible; Taking physical and documentary samples and submitting for analysis; and, Reviewing laboratory data and interpret results to determine if a violation has occurred. Provide technical advice and attempt to resolve allegations with the complainant. Recommend to the Program Manager the appropriate enforcement action, if applicable. Prepare and submit cases to the State Attorney General's office or EPA. Review cases and supporting documentation submitted by the Environmental Program Specialists. Complete investigation summaries and program complaint forms and input data into tracking log and files. Schedule and conduct follow-up investigation, if required. Analyze complaint trends and provide information to the Program Manager as required.

Functional Area Title: Program Development

E/M	% of Time	Duty Statement
E	20 %	The Hazardous Waste Program is a new program to the Department of Environmental Conservation, and has been implemented in Alaska by the Environmental Protection Agency (EPA). Starting in July 2022, DEC will begin to build a program, with the goal that the program will be authorized by EPA within 2 years. The incumbent will work with the Program Manager and Environmental Health (EH) Division Director's Office to develop the capacity of the Hazardous Waste Program such that it can demonstrate capacity to EPA as part of program authorization. Hire staff for new positions, and develop training plans for each staff. Work with Program Manager to ensure that staff are able to obtain training necessary for full competency as a RCRA inspector and/or permitter. Regular communication with Program Manager and EH Director's Office, and representatives of the EPA to ensure that ADEC's Hazardous Waste Program is making satisfactory progress toward being capable of attaining program authorization. Work with Program Manager, EH Director's Office, and Department of Law to develop application for Hazardous Waste Program approval. This will include development of a comprehensive ADEC Hazardous Waste Program description. Work with Program Manager and EH Division Director to develop agreement with Spill Prevention and Response to manage RCRA corrective actions in Alaska. Develop and implement strategy for outreach with Alaska's Hazardous Waste regulated community, to prepare these individuals for ultimate regulation by ADEC. This would include learning about concerns faced by regulated community that may be incorporated into new program.

Functional Area Title: Legislation and Regulation Development

E/M	% of Time	Duty Statement
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E	10 %	Evaluate federal and state hazardous waste management laws, regulations, court decisions, and scientific studies. Work with staff to research other states` legislation and regulations. Prepare position papers, draft regulations, regulation revisions, policy statements, or legislation on hazardous waste matters. Review and comment on proposed changes to hazardous waste management regulations, practices and technologies. Review and draft revisions of the state hazardous waste regulations, specifically, Title 18, Chapter 62 of the Alaska Administrative Code (18 AAC 62). Support the Program Manager to coordinate public notice requirements (including public hearings or workshops) during the public comment period. Meet regularly with the Program Manager and hazardous waste program staff to obtain input while drafting revisions to the regulations. Develop policy proposals as guidance to program activities and submit proposals to the Program Manager for approval.
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Functional Area Title: Miscellaneous Duties		
E/M	% of Time	Duty Statement
E	5 %	Support the Program Manager to coordinate hazardous waste program activities. Participate in all activities that occur frequently, including, but not limited to, answering general program questions from the public and other agencies, in person, in writing, by email, on the telephone; maintain logs and use program databases and the internet to research environmental issues; review coworkers` reports and correspondence for technical accuracy; and, perform other general program support.

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 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, usually conducted throughout the summer season on an as needed basis.

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.

Signature Authority for:

- Timesheets and leave slips
- Performance evaluations and other personnel actions
- Enforcement documents with the Program Manager's approval (Notices of Violation)
- Program correspondence

Delegation of Authority includes:

- Approval authority for program and grant-related codes.
- Approve or deny permits and plans, direct owners/operators to meet permit conditions, and implement compliance actions.
- Approve or deny solutions to hazardous waste issues negotiated by staff.
- Approve or deny requests for waivers of the hazardous waste regulations when appropriate.
- Coordinate solid waste program activities with other state, federal, and local agencies, with tribes, and with environmental organizations and industry representatives.
- Set inspection priorities, approve inspection strategies and schedules for staff
- Direct complaint investigations by staff.
- Provide scientific and regulatory advice to the public on how to comply with hazardous waste regulations.
- Make independent decisions in the field during inspections on how to conduct the inspection, and during those inspections, direct operators to make changes to their operations or facility design.
- Approve or deny monitoring plans.
- Direct staff and/or facility operators to take action when trends or potential for water quality violations are identified in monitoring data, during inspections, and through validation of complaints.
- Give interviews to television and print news media when requested.

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 solid waste program staff in order to effectively perform duties assigned.

Frequent contact with Program Manager to discuss issues related to management of the Hazardous Waste Management Program.

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, loss of project funding, scheduling delays, conflict within the community, and improper hazardous waste disposal.

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

Leadership and employee management skills, 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, scientific, and engineering-based 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 with a potentially hostile public. 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 are needed 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 to supervised staff, advising staff on methods to mitigate problems, and notifying management of potential problems before a crisis develops.

A working depth of knowledge in engineering, 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; and waste treatment technologies and practices. A general understanding of Alaska political, cultural, and tribal issues and systems.

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 Enforcement Credentials.

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		P		
Squatting or kneeling		P		
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		P		
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		P		
Lifting/carrying 26-50 pounds		P		
Lifting/carrying more than 50 pounds	N			
Pushing/pulling up to 25 pounds		P		
Pushing/pulling 26-50 pounds	N			
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		P		
Seeing objects peripherally		P		
Using depth perception	N			
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		P		
Work in confined areas (under desks, in heating vents, etc.)	N			
Exposure to dust, chemicals, or fumes	N			
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		P		
Work around moving mechanical parts		P		
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 **187874** is assigned supervisory or lead level authority (this includes Labor, Trades and Crafts foreman positions). In the chart below, list each position PCN **187874** supervises or leads. Record **187874**'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 **187874** assigned supervisory or lead level authority for one or more of the responsibilities listed in the chart below? **Yes** If no, skip this section.

PCN 187874's Responsibilities and Assigned Level of Authority

Positions Directly Supervised or Led by PCN 187874	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
18-x045	1	2	3	3	1	1	1	1	1
18-x046	1	2	3	3	1	1	1	1	1
18-x047	1	2	3	3	1	1	1	1	1
18-x048	1	2	3	3	1	1	1	1	1
18-x049	1	2	3	3	1	1	1	1	1

6. Department Request & Certification

Requested Information

Class Title: Environmental Program Manager 1	Code: P8531 Grade: 21
Bargaining Unit: Supervisory Unit	Bargaining Unit Code: SS
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, Work Phone: 907-269-XXXX	
Supervisor Information	
PCN: 187387 Title: Environmental Program Manager 3	
Physical Work Address: 555 Cordova Street Anchorage	
Work Phone: 907-269-7690	

Requested Actions

New Position

Reason for the Request

New position authorized in DEC FY 2023 budget

Does this submission require OMB Approval?	Yes
If yes, has it been approved by the OMB?	Yes
If no, please select the criteria which approves this submission:	

American Recovery and Reinvestment Act

Is this permanent position established to work on ARRA (American Recovery and Reinvestment Act) related projects/assignments?

No

Certification

Supervisor

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 05/24/2022

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 05/24/2022

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.

Megan Kohler, Program Coordinator 2, on 05/25/2022

7. Staffing Chart & Attachments

Solid Waste Management Org Chart

DEC Transaction Comparison

RCRA Change Record

187874_OMBApproval

8. Classification Analysis

Analysis:

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

PCN 187874 manages the Statewide Hazardous Waste Program and supervises professional level staff in multiple Department of Environmental Conservation offices. This position has authority to plan, organize, direct and control resources and program delivery.

The Environmental Program Manager 1 is a supervisory job class that manages the delivery of services of an environmental program, managing an office or unit with responsibility for the ongoing work of a program or function in a defined geographic area. Duties include planning, organizing, directing, and controlling resources and program delivery, including developing and implementing procedural controls, budget development and control, personnel administration, and procurement. PCN 187874 coordinates solid waste program activities with other state, federal, and local agencies, tribes, and environmental organizations and industry representatives. The position develops, or oversees the development of, program position papers and policy, regulations, performance and technical standards, and guidance documents and coordinates and ensures that staff efforts are consistent with established program performance measures regarding regulations, permitting, enforcement, and inspections. The incumbent approves or denies permits and plans, directs owners/operators to meet permit conditions, implements compliance actions, and approves or denies solutions to hazardous waste issues negotiated by staff. PCN 187874 evaluates federal and state hazardous waste management laws, regulations, court decisions, and scientific studies, working with staff to research other states' legislation and regulations and prepares position papers, draft regulations, regulation revisions, policy statements, or legislation on hazardous waste matters. The incumbent will make independent decisions in the field during inspections on how to conduct the inspection, and direct operators to make changes to their operations or facility design. The preceding duties of PCN 187874 meet the scope of work and level of authority and responsibility of an Environmental Program Manager 1.

Conclusions:

PCN 187874 is allocated to an Environmental Program Manager 1. The position is appropriately placed in the Supervisory Bargaining Unit. Supervisory authority is assigned to the position.

FLSA Determination:

PCN 187874's primary duty is management of the enterprise or of a customarily recognized subdivision and the performance of office or non-manual work related to the general business operations, managing the Statewide Hazardous Waste Program. The position exercises discretion and independent judgment including developing and implementing procedural controls, budget development and control, personnel administration and procurement. The position customarily and regularly directs the work of five employees, with the authority to hire. The position is compensated on a salary basis at a rate not less than \$684 per week. Therefore, PCN 187874 meets the executive and administrative employee criteria for exemption under the Fair Labor Standards Act and is not eligible for overtime.