



STATE OF ALASKA

Position Description

**Position Control
Number (PCN):**

187556

Class Title:

Environmental Program Manager 2

Recruitment Type: Normal

1. Position Control Information

Class Title: Environmental Program Manager 2	Title Code: PK0222	Grade: 22
	Salary Schedule:	N/A
Bargaining Unit: Supervisory Unit	Bargaining Unit Code:	SS
Department: Environmental Conservation	Department Number:	18
Division: Spill Prevention and Response		
Region/Section/Unit: Anchorage/Contaminated Sites Program/Contaminated Sites Oversight Program		
Location: Anchorage	Location Code:	EBA
Time Class: Full Time/OMB Authorized	Seasonal Code: N/A	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:		
No		
Position requires possession of, or access to, firearms or ammunition:		
No		
Home Unit: ZCSP		
AKPAY Organizational Routing Code: 18010603		
Labor Distribution Code (LDP): N/A		
Physical Work Address: 555 Cordova St, Anchorage		
Work Phone: 907-269-0000		
Supervisor Information		
PCN: 187395 Title: Environmental Program Manager III		
Physical Work Address: 555 Cordova St Anchorage		
Work Phone: 907-269-7553		

Type of Action:	Title Change
Effective Date:	05/28/2021
Division of Personnel Section:	Classification
Reviewed By:	
Approved By:	
Closed out by:	Tres Causey, Human Resource Consultant 2, on 05/28/2021

2. Duties

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

This position manages the statewide Contaminated Sites Oversight Program in the Contaminated Sites Program (CSP), Spill Prevention and Response Division (SPAR). The position is responsible for the delivery of consistent regulatory oversight of the investigation and cleanup of contaminated properties (federal, state, and private) throughout the state. The position has the responsibility and authority to manage CS Oversight Program staff and resources; plan, direct, and budget for CS oversight program work; to represent the department externally, and makes or directs cleanup decisions at contaminated sites.

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: Implement and Manage Regulatory Oversight at Contaminated Sites		
E/M	% of Time	Duty Statement
E	65 %	Overview: The Contaminated Sites Oversight Program is responsible for implementing consistent regulatory oversight to protect human health and the environment by managing the investigation and cleanup at approximately 4,000 contaminated sites throughout the state. This position manages four statewide Oversight units (each unit managed by an Environmental Program Manager I) and the program has approximately 35 employees. This position is responsible for implementing and managing the program so that program delivery is consistent throughout the state following the appropriate state regulations, standards, statutes and guidance. This position is responsible for merging the oversight functions from four distinct sections of the previous Contaminated Sites Program structure into one program that will focus on implementing regulatory oversight at contaminated property. The previous structure that is being modified include Federal Facilities, State/Private, Brownfields (State Tribal Response Program) and a limited amount of Capital Improvements Project site work. The program is complex with broad scope of different and multifaceted sources of contamination requiring scientific knowledge of fate and transport of hazardous substances in the environment (air, water, and soil) and strong understanding of the potential impacts of these contaminants on human health and the environment. The program is responsible to respond and oversee cleanup activities generated by a wide variety of responsible parties. The responsible parties range from private property owners with home heating tanks, gas stations, small businesses, villages, municipalities, large industry, state agencies, civilian federal agencies, Department of Defense, and sites on the National Superfund List, each posing different circumstances that require consistent application of regulations without overburdening the responsible party with unreasonable data or action requests. Approximately one half (~2,000) of these sites are on state or private property which poses a wide variety of responsible parties with different levels of capacity, funding and knowledge regarding regulatory oversight of the environmental investigation and cleanup process. The program is state lead on all facilities or sites listed on the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) commonly known as "Superfund", which many of the federal agencies implement their cleanup program utilizing their CERCLA lead agency authority with creates difficult and intricate policy problems between federal and state authorities. Approximately 2,000 of Alaska contaminated sites are on federal property, therefore, this position must have a good understanding of federal laws and statutes such as CERCLA, the Clean Water Act and Resource Conservation and Recovery Act (RCRA) and how the application of state regulations and statutes interfaces with federal laws. The primary function of the CS Oversight Program is protecting human health and the

environment utilizing state and federal statutes and regulations to thoroughly investigate and make scientifically defensible decisions at contaminated properties. Solid scientific knowledge in multiple disciplines is necessary to understand the investigative work, proposed remedies, and to make sound balanced protective cleanup decisions. While sound science is a critical factor in making decisions other important criteria, such as public and legislative concerns, economic impacts, environmental mandates, and available resources and technology, must be taken into account while directing and implementing the program. This position also coordinates closely with Alaska Department of Law on sites where enforcement and legal action needs to be taken.

Staff Management: This position reports to the Manager of the Contaminated Sites Program and must have considerable knowledge of managerial methods and practices, legal expectation of supervisors/staff, and distance supervision. They must understand the technical aspects of the work as well as be skilled as a supervisor that can build a cohesive team and develop staff that take pride in their work.

Routine supervisory duties include:

- Provide statewide program administration, supervision and oversight of unit managers and site project managers in three location: Anchorage, Fairbanks, and Juneau.
- Work closely with Contaminated Sites Program Manager to build a cohesive program that competently and successfully implements program goals, regulations and statutes.
- Organize, prioritize and direct staff workloads.
- Work with unit managers and staff to develop unit priorities, establish standards for performance, consistency, and quality of work, monitor staff performance in meeting program goals and objectives.
- Work with Contaminated Sites Program manager, unit managers, and staff to providing consistent and well thought out regulatory actions including legal and enforcement actions.
- Perform full range of staff supervisory duties (writing position descriptions, hiring, recommending and making transfers, conducting performance evaluations, recommending disciplinary and promotional actions and ensure adequate training for unit staff).
- Ensures that staff are correctly coding their timesheets and billing responsible parties for their work.

Fiscal Management: The Contaminated Sites Program funding and financial management is complex with a combination of operating, federal grants, and capital budget sources. This position works closely with the Contaminated Sites Program manager to manage the funding for this program. Cost recovery on oversight work is a critical function and it is important that staff are properly billing for their oversight work, following the yearly spending plan for staff workload, travel and contracts. This position works with the unit managers to properly develop federal agency billing agreements (often in the form of grants) to pay state oversight costs and ensures that the grant applications have adequate work plans and have been coordinated with the federal agencies on workload priorities and budget. This position works with unit managers to ensure cost recovery for private parties is being consistently billed, works closely with the CS Program Manager and division accounting staff to resolve cost recovery problems as they arise at sites or initiate improvements to the cost recovery process. This position works closely with the unit managers and CS Program Manager to develop a realistic and achievable spending plan for the program.

Functional Area Title: Program Development		
E/M	% of Time	Duty Statement

E/M	% of Time	Duty Statement
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E	25 %	The position provides statewide direction to unit managers and staff on implementation of program policy, state and federal regulations as they apply to contaminated sites work. Establish program priorities, unit performance measures and goals (short and long term), track and report to the Contaminated Sites Program Manager on the reliability, effectiveness and value of the data and make recommendations for improving or modifying priorities, performance measure and goals. This position includes assisting and advising on development of Contaminated Sites Program regulations, policy, and guidance and may participate or lead a work group in development of required policy and guidance. Program tasks include: • Acts as the first level of dispute resolution for technical disputes at contaminated sites. • Assists with statewide training programs on technical issues, regulations and statutes. • Coordinates with other programs or divisions on issues impacting or crossing over into contaminated sites activities. • Draft responses for Contaminated Sites Program Manager, division director, or commissioner to constituent or legislative inquiries regarding contaminated sites issues. • Informs upper management of high profile issues or controversial site activities where there may be a high level of public or press interest or pose legislative concerns. • Responds or assists unit managers and staff in responses to press requests on sites. • Writes position papers on high profile issues or controversial site actions that include detailed analysis of the issues and provides recommendations for upper management to consider.
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Functional Area Title: Special Projects		
E/M	% of Time	Duty Statement
E	10 %	May act as the Program Manager for the Contaminated Sites Program in his or her absence. May be responsible for leading and participating in special projects assigned by the Contaminated Sites Program Manager or Division Director that require a high level of performance and decision-making. The projects are often high profile issues receiving media attention, legislative action, and Commissioner's office involvement.

Percentage Total: 100%



STATE OF ALASKA

Position Description

Class Title:

Environmental Program Specialist
3

Position Control Number (PCN):

Recruitment Type: Flexibly Staffed

1. Position Control Information

Class Title: Environmental Program Specialist 3	Title Code: PK0213	Grade: 18
	Salary Schedule: 200	
Bargaining Unit: General Government - Personal Leave	Bargaining Unit Code:	GP
Department: Environmental Conservation	Department Number: 18	
Division: Spill Prevention and Response		
Region/Section/Unit: Contaminated Sites		
Location: Wasilla	Location Code: ECE	
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: ZCSP		
AKPAY Organizational Routing Code: 18010603		
Labor Distribution Code (LDP): N/A		
Physical Work Address: 1700 E Bogard Rd #B103, Wasilla		
Work Phone: 907-451-2752		
Supervisor Information		
PCN: 187452 Title: Environmental Program Specialist 4		
Physical Work Address: 610 University Ave Fairbanks		
Work Phone: 907-451-2166		

Type of Action:	Flex Up
Effective Date:	06/23/2025
Division of Personnel Section:	Classification
Reviewed By:	
Approved By:	
Closed out by:	

2. Duties

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

This full-working professional level position functions independently as a specialist with limited supervision to regulate and monitor the cleanup of contaminated sites (CS) of varying complexity, resulting from releases of hazardous waste and hazardous substances; and directs the responsible party to take appropriate action. Many of these sites are in remote locations that require travel and interface with rural communities. The position reviews site assessment and cleanup work plans, specifications, and reports, prepared by consultants on behalf of responsible parties, to ensure conformance with State laws and relevant guidance and policies. The position prepares technical review comments or approval letters and negotiates with responsible parties and their consultants to ensure any necessary changes are made to facilitate cleanup to acceptable standards, taking into account principles and practices of various scientific disciplines including geology, groundwater hydrogeology, and chemistry.

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: Project Management		
E/M	% of Time	Duty Statement
E	75 %	The incumbent serves as a SOA project manager (PM) responsible for oversight and management of multiple CS, aboveground storage tank sites, or regulated underground storage tank sites for which a release of hazardous substance has caused a perceived, potential, or real risk to human health or the environment; and employs expertise in concepts, principles, and practices of geology, hydrogeology, biology, chemistry, risk assessment, and fate and transport of chemicals in the environment. A current understanding of site assessment, sampling and analysis technologies, environmental monitoring and remediation technologies is required to ensure that field efforts and submitted documents are complete, technically and scientifically accurate and comply with applicable SOA regulations, most specifically 18 AAC 75 and 18 AAC 78. Also requires a strong working knowledge of the other SOA environmental laws and regulations and an understanding of the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) Resource Conservation and Recovery Act (RCRA), Toxic Substances Control Act (TSCA), and other federal laws. Communications: This position requires strong written and verbal communication skills. The project manager works closely with consultants and their clients during planning meetings and other negotiations to reach agreements on necessary site work and cleanup issues. The project manager may be the sole State representative and only regulator participating in meetings, while the responsible parties may be represented by multiple staff members and consultants. The job includes writing clear document review letters and comments describing any deficiencies and along with suggested solutions. Advanced level project managers serve as the single DEC point of contact for assigned sites ensuring appropriate communication between state and other governmental agencies, responsible parties and their contractors, and the general public for site related issues. They are expected to develop and maintain professional, respectful working relationship with all involved parties to resolve issues and promote successful, protective cleanups. Site Discovery/Conduct Site Intake (Preliminary Assessment / Site Inspection): The position is responsible for evaluating and determining if potentially contaminated sites warrant further investigation. This includes investigating verbal or written complaints from the general public, conducting historical record searches or reviews, identifying potentially responsible parties, and requesting further site characterization when needed. The position will complete site

intake forms to ensure "new sites" are added to the contaminated sites database and will rank and maintain assigned sites using the Exposure Tracking Model (ETM). The ETM is used to determine the site priority and track risk reduction over time.

Recognizes when CS issues, proposed plans and/or decisions may impact other programs, divisions, or agencies and notifies the appropriate personnel. The PM is responsible for recognizing when complex issues (technical, political, social, etc.) requires a policy decision and when to elevate policy issues to a supervisor.

Technical review of site characterization and cleanup work plans and reports: The position meets regularly with responsible parties (RPs) and their consultants to plan future work. The project manager participates in scoping meetings with the responsible parties and their contractors to develop the data quality objectives and analyze site-specific conceptual models to ensure a proper understanding on the source(s) of contamination, how the contaminants are likely to move through the environment, whether they are likely to degrade, and how people, animals or sensitive environmental resources may be exposed to them. The position negotiates the level of effort and schedule for field work based on apparent risks posed by contaminants at the site along with other regulatory, economic, social or political factors.

The project manager reviews draft work plans and reports (Site Inspection, Remedial Investigation, Risk Assessment, Feasibility Study, Remedial Design/Remedial Action, groundwater monitoring/long term monitoring) to ensure technical accuracy and compliance with state laws. He/she prepares clear written comments noting any deficiencies and providing suggested corrections and then meets with RPs to negotiate and resolve outstanding technical issues and develop appropriate project schedules. The position reviews and approves final documents that meet acceptable standards.

This position requires a strong understanding of site assessment procedures, sampling and analysis methodologies, human health and ecological risk assessment, remediation technologies, state statutes, regulations, policies, and guidance, including the cleanup rules in 18 AAC 75 and 78, and other state regulations including 18 AAC 50, 60, 62, 70, 72, and 80.

Because federal agencies often conduct cleanup work under the federal hazardous substance cleanup law CERCLA and the National Contingency Plan (NCP), this position must be knowledgeable about federal laws (CERCLA, RCRA, TSCA and other federal laws) to ensure that Alaska statutes and regulations are properly integrated into the federal cleanup process. Knowledge and experience in the principles and practices of geology, hydrology, biology, and chemistry are important in this position.

The position must apply best professional judgment to properly incorporate new, evolving technologies and policies into regulatory decisions on contaminated site management in field sampling, remediation, waste treatment, recycling or disposal.

The project manager tracks progress and to ensure work is done in accordance with any existing agreements (federal facility agreements for sites on the National Priorities List, State compliance agreements or orders).

Due to complex nature of issues (technical, political, social, economic), this position is charged with recognizing when proposed plans, actions, or issues require a policy decision and when to elevate issues to the supervisor. Similarly, the position needs to recognize when issues or decisions may impact other programs, divisions, or agencies and notify the appropriate personnel.

Cleanup Decision Documentation (Proposed Plan / Record of Decision): The project manager evaluates and integrates risk assessment information with other site information to enable risk management decisions on the need for, method of, and extent of risk reduction necessary at contaminated sites. He/she evaluates human health and ecological risk assessment data, regulatory requirements and standards, and the feasibility study, political and social acceptability, and impacts of proposed cleanup actions to determine whether, and to what extent, cleanup of contaminated media is warranted.

On CERCLA sites, the project manager works with the lead federal agency to evaluate and select remedial alternatives through a feasibility study, Proposed Plan and record of decision (ROD) to formally document the approved cleanup levels and techniques to be used. The Proposed Plan is developed by the lead agency with DEC concurrence. It is released for public

comment and a public meeting is normally held. This position represents DEC at such public meetings to explain the state cleanup requirements, how the proposed alternative meets these requirements and answer public questions. It must use best professional judgment and understanding of the community issues to ensure that public comment is considered in development of the final cleanup remedy for the site. The project managers work with the lead agency in developing the ROD, which includes a responsiveness summary to public comment. ROD reviews are coordinated through the supervisor and often include Attorney General Office support, especially in reviewing Applicable or Relevant and Appropriate Requirements (ARARs). At non-CERCLA sites, the process is similar, but less formal.

Because the ROD is a legal document that commits the Department to a specific course of action, the project manager is responsible for ensuring the selection of a sound, defensible remedy that is protective of human health and the environment and can be performed in a timely and cost-effective manner. When the ROD is in the draft final phase, the project manager briefs the supervisor, and depending on the issues the section manager, on the contents of the ROD to obtain approval. The supervisor or section manager signs final RODS.

On CERCLA sites, the project manager ensures a "Five-Year Review" is completed, at least once every five years, for all sites where remedial actions result in contaminants remaining in place at levels that do not allow for unrestricted future land use. The project manager evaluates all aspects of the remedy to ensure continued protection of human health and the environment. Factors considered include cleanup work completed, current contaminant levels, contaminant level trends (increasing or decreasing concentrations, expanding or contracting plumes), land use (whether it has changed or remains consistent with assumptions made when selecting the remedy), current exposure to people and/or ecological receptors, effectiveness of institutional controls, and any new regulations and changes in the cleanup standards and ARARs since the ROD was signed. If the PM determines the remedial action has met the approved cleanup levels and there is no longer a need for long-term monitoring or institutional controls, the project manager briefs the supervisor on site closure (see below). If, as a result of the Five-Year Review, continued or different treatment is required, the PM will initiate appropriate actions.

Closure Determinations: The project manager is responsible for evaluating sites for closure at the Proposed Plan stage or after completion of cleanup activities. The project manager assesses all available information, confirms that analytical data demonstrate that cleanup levels have been met, confirms that all treatment and any off-site disposal of contaminated media is properly documented, and may conduct a site inspection to verify that work had been completed properly.

For sites cleaned up under Method 1 or 2, the project manager, after briefing their supervisor, prepares the appropriate closure document (a site closure letter or in some cases a site closure decision document) that certifies the site has been cleaned up in accordance with State regulations and that no further work is necessary. For sites cleaned up under Method 3 or 4, the project manager briefs the supervisor and as needed, section manager and recommends closure.

Coordinate with Multiple Interested Parties: Communicate and coordinate directly with various stakeholders associated with the cleanup of a CS, including CS property owners, business owners, affected property owners, potential buyers, legal trusts, lawyers, real estate agents, bankers, Federal Agencies, SOA Agencies, Tribes, Native Corporations, Legislature, City Governments, Borough Governments, media representatives, environmental groups, etc.

Functional Area Title: Site inspection and Community Involvement

E/M	% of Time	Duty Statement
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E	10 %	Conduct site inspections- Project management responsibilities include conducting field inspections during site characterization and cleanup work to ensure compliance with approved work plans. This includes pointing out any discrepancies and working with RPs to correct them. It may also entail approving modifications to approved plans based on information obtained during the site work. The project manager is expected to write site inspection reports/notes and incorporate them into the site files. Reviews historical and current information related to assessment and remedial technologies that need to be considered and addressed during characterization and cleanup. Provides technical assistance to responsible parties, environmental consultants and the public regarding SOA policies, guidelines and regulations and on-site characterization and cleanup issues. Community Involvement: This position may serve as the DEC point of contact for community involvement activities related to investigation and cleanup of assigned sites. Many of these sites are in remote locations. The level of community interest varies by site and in some cases is minimal where as in others there is major community concern over the potential that contaminated sites may be having direct negative health impacts to people. The project manager meets with local, state, federal agencies, tribal councils, village councils, native corporations, private and public interest groups, and the general public, to plan and explain site characterization and cleanup work and address community questions/concerns. The position must maintain professional working relationships with people having a wide range of cultural, educational and personal backgrounds. Public involvement activities are normally done in conjunction with the lead federal agency, however, the position may conduct such activities independently on behalf of DEC. The project manager ensures stakeholders are informed of the facts concerning extent of contamination and potential risks at sites and have an opportunity to provide input during the characterization and cleanup process. It strives to communicate DEC's position on sensitive issues to community members and property owners in a manner that instills trust and cooperation. Community members often are highly concerned about contaminated sites due to real and/or perceived impacts to human health, private property, subsistence resources and cultural resources. The position coordinates with responsible federal agencies in planning and conducting public involvement activities for federal sites. It represents DEC on Restoration Advisory Boards (RABs) and at other public meetings to explain regulations, guidance documents and policies, and decisions pertaining to contaminated sites. The incumbent must be comfortable in public speaking and have the ability to provide accurate and tactful responses under stressful conditions. The position is responsible for responding to inquiries about assigned sites from the public, regulated community, press, legislators, congressional delegation and concerned parties. The position contacts, consults and coordinates with other agencies on projects that cross program jurisdiction, such as the Department of Health and Social Services Epidemiology Section, the Agency for Toxic Substances and Disease Registry, Department of Natural Resources, U.S. EPA, and the Alaska Native Health Board. Facilitates cross program and division coordination on contaminated site activities and decisions that may impact other programs or must meet regulatory requirements under their jurisdiction.
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Functional Area Title: Information Management and Administrative Duties		
E/M	% of Time	Duty Statement

E	10 %	Databases - He/she is responsible for maintaining the status of assigned sites in the CSP database. This entails updating the site information including the owner and responsible party contact information, the problem statement, contaminants of concern, site characterization/cleanup actions completed, baseline and updated Exposure Tracking Model information, project status and closure/institutional control tracking information. Much of this information is available to the public via the internet; other portions are used in-house to track compliance and program priorities. The position is also responsible for accurately tracking work time using the program's time tracking database (Mega time); sufficient detail is to be recorded to demonstrate grant eligibility and/or to support cost recovery. Internal reporting -He/she prepares weekly issues summarizing significant actions on assigned sites, public or other major concerns, accomplishments, public meetings and any politically sensitive issues to keep the supervisor and upper management apprised on issues. The position reports all legislative/congressional inquiries and media contacts up through the chain of command via email to keep management informed. File Maintenance- The position is responsible for ensuring official correspondence and other important documentation is incorporated into filing system. This includes review and comment letters pertaining to draft documents, approval letters, Letters of Interest/PRP letters, written requests for site characterization/cleanup, work plans, reports, correspondence from responsible parties, compliance agreements, compliance advisory letters, NOV's, site inspection reports and photographs, summaries of project meetings and phone calls, minutes or notes summarizing public meetings, etc. Serve as "acting supervisor" -The position may serve as the acting supervisor and/or section manager when these individuals are unavailable and delegate the responsibility and authority to the position. DSMOA - The project manager may be responsible working with DOD project managers and creating site-specific Defense State Memorandum of Agreement (DSMOA) joint execution plans, if applicable, for each assigned site. These plans define short- and long-term project milestones, tasks and deliverables with a focus on achieving reaching site closure. He/she must develop estimated personnel, travel, contractual, and supplies expenses associated with each site or facility, which are used by supervisors to develop annual and long-term budgets. The project manager creates semi-annual DSMOA reports to track progress under and changes to the site-specific plans. May use geographic information systems (GIS) to manage data and to research existing information. May coordinate with other staff to develop custom projects, including maps, figures, posters, and web pages in order to better communicate complex environmental contaminant issues.
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Functional Area Title: Program Development and Training		
E/M	% of Time	Duty Statement
M	5 %	Participates in workgroups to identify and resolve policy matters, update regulations, and address technical issues. Review proposed regulations, policy, and technical guidance and submit written comments to management. Participate in peer reviews and provide scientific expertise to resolve complex problems faced by other project managers. The relatively recent emergence of contaminant/remediation science continues to lead to new and developing technologies. This requires awareness of developments in multiple sciences (geology, chemistry, biology, engineering, microbiology, and hydrogeology); and remaining current with latest accepted technologies for contamination investigation and remediation. Extensive training requirements reflect the varied and complex technical nature of CS project management. Although regulations and policy guide general actions and decisions, the complexity and evolving technologies require using initiative and originality in applying best

professional judgment.

This position participates in both in-house training and identifies external training programs pertinent to management, assessment and remediation of CS; applies best professional judgment to properly incorporate new technologies and policies into regulatory decisions on CS; actively uses internet resources and university and professional contacts to remain current with developing technologies in contamination management; and ensures that individual training requirements include application of field skills.

Participate in both in-house training and external training pertinent to management, assessment and remediation of contaminated sites.

Apply best professional judgment to properly incorporate new technologies and policies into regulatory decisions on contaminated states. Actively use INTERNET resources and university and professional contacts to remain current with developing technologies in contamination management.

Percentage Total: 100%



STATE OF ALASKA

Position Description

Class Title:

Environmental Program Specialist
2

**Position Control
Number (PCN):**

187265

Recruitment Type: Flexibly Staffed

1. Position Control Information

Class Title: Environmental Program Specialist 2	Title Code: PK0212	Grade: 16
	Salary Schedule: 200	
Bargaining Unit: General Government - Personal Leave	Bargaining Unit Code:	GP
Department: Environmental Conservation	Department Number: 18	
Division: Spill Prevention and Response		
Region/Section/Unit: Contaminated Sites		
Location: Wasilla	Location Code: ECE	
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: ZCSP		
AKPAY Organizational Routing Code: 18010603		
Labor Distribution Code (LDP): N/A		
Physical Work Address: 1700 E Bogard Rd #B103, Wasilla		
Work Phone: 907-451-2752		
Supervisor Information		
PCN: 187452 Title: Environmental Program Specialist 4		
Physical Work Address: 610 University Ave Fairbanks		
Work Phone: 907-451-2166		

Type of Action:	Flex Up
Effective Date:	06/23/2025
Division of Personnel Section:	Classification
Reviewed By:	
Approved By:	
Closed out by:	

2. Duties

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

The Environmental Program Specialist (EPS) 2 follows a training plan and is responsible for the oversight of site investigations and cleanup projects for less complex (low to medium priority sites) in accordance with State of Alaska (SOA) and federal laws, regulations and guidance. Duties include review and approve site characterization and cleanup work plans; negotiate changes to plans; and approve final reports in accordance with Department of Environmental Conservation (DEC) laws and regulations.

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: Project Management		
E/M	% of Time	Duty Statement
E	75 %	This position serves as DEC project manager on contaminated site (CS) assessment and cleanup projects that are less complex (low to medium priority) in nature than those that might otherwise be assigned to a more senior, experienced project manager. The tasks include review and oversight of site characterization and cleanup work plans (and final reports) associated with SOA owned, private, and federal projects throughout Alaska. Duties involve the following: coordination with responsible parties (and their consultants) to ensure investigative, characterization and cleanup work are done in accordance with SOA and federal laws, regulation and guidance. Reviews work plans for completeness, accuracy, and consistency with SOA policies and procedures to ensure the protection of human health, safety, welfare and the environment. Contract Management: Under the supervision of senior staff, may also serve as project manager for projects funded by SOA. The duties include developing request for proposals; evaluating proposals; preparing Funding Approval Forms; project oversight; and contract management. Communications - This position requires strong written and verbal communication skills. The project manager works closely with other private and agency project managers and their consultants during planning meetings and other negotiations to reach agreements on necessary site work and cleanup issues. He/she may be the sole State representative and only regulator participating in meetings, while the responsible party may be represented by multiple staff members and consultants. The job includes writing clear document review letters and comments describing any deficiencies and along with suggested solutions. The EPS 2 normally serves as the single DEC point of contact for assigned sites, but works closely with their supervisor, to ensure appropriate communication between state and other governmental agencies, responsible parties and their contractors, and the general public for site related issues. They are expected to develop and maintain professional, respectful working relationship with all involved parties to resolve issues and promote successful, protective cleanups. Site Discovery/Conduct Site Intake (Preliminary Assessment / Site Inspection) - The position is responsible for evaluating and determining if potentially contaminated sites warrant further investigation. This includes investigating verbal or written complaints from the general public, conducting historical record searches or reviews, identifying potentially responsible parties, and requesting further site characterization when needed. He/she will complete site intake forms to ensure "new sites" are added to the contaminated sites database and will rank and maintain assigned sites using the Exposure Tracking Model (ETM). The ETM is used to determine the site priority and track risk reduction over time.

Technical review of site characterization and cleanup work plans and reports - The position meets regularly with responsible parties (RPs) and their consultants to plan future work. The incumbent participates in scoping meetings with the responsible parties and their contractors to develop the data quality objectives and analyze site-specific conceptual models to ensure a proper understanding on the source(s) of contamination, how the contaminants are likely to move through the environment, whether they are likely to degrade, and how people, animals or sensitive environmental resources may be exposed to them. The position negotiates the level of effort and schedule for field work based on apparent risks posed by contaminants at the site along with other regulatory, economic, social or political factors.

The project manager reviews draft work plans and reports (Site Inspection, Remedial Investigation, Risk Assessment, Feasibility Study, Remedial Design/Remedial Action, groundwater monitoring/long term monitoring) to ensure technical accuracy and compliance with state laws. He/she prepares clear written comments noting any deficiencies and providing suggested corrections and then meets with RPs to negotiate and resolve outstanding technical issues and develop appropriate project schedules. The position reviews and approves final documents that meet acceptable standards.

This position requires a strong understanding of site assessment procedures, sampling and analysis methodologies, human health and ecological risk assessment, remediation technologies, state statutes, regulations, policies, and guidance, including the cleanup rules in 18 AAC 75 and 78, and other state regulations including 18 AAC 50, 60, 62, 70, 72, and 80.

Because federal agencies often conduct cleanup work under the federal hazardous substance cleanup law CERCLA and the National Contingency Plan (NCP), this position must be knowledgeable about federal laws (CERCLA, RCRA, TSCA and other federal laws) to ensure that Alaska statutes and regulations are properly integrated into the federal cleanup process. Knowledge and experience in the principles and practices of geology, hydrology, biology, and chemistry are important in this position.

The position must apply professional judgment to properly incorporate new, evolving technologies and policies into regulatory decisions on contaminated site management in field sampling, remediation, waste treatment, recycling or disposal.

The project manager tracks progress to ensure work is done in accordance with any existing agreements (federal facility agreements for sites on the National Priorities List, State compliance agreements or orders).

Due to complex nature of issues (technical, political, social, economic), this position coordinates with the supervisor when proposed plans, actions, or issues require a policy decision. Similarly, the position notifies the supervisor when issues or decisions may impact other programs, divisions, or agencies so the appropriate personnel can be contacted.

Cleanup Decision Documentation (Proposed Plan / Record of Decision) - The project manager evaluates and integrates risk assessment information with other site information to enable risk management decisions on the need for, method of, and extent of risk reduction necessary at contaminated sites. He/she evaluates human health and ecological risk assessment data, regulatory requirements and standards, and the feasibility study, political and social acceptability, and impacts of proposed cleanup actions to determine whether, and to what extent, cleanup of contaminated media is warranted.

On CERCLA sites, the project manager works with the lead federal agency to evaluate and select remedial alternatives through a feasibility study, Proposed Plan and Record of Decision (ROD) to formally agree upon and document the approved cleanup levels and techniques to be used. The Proposed Plan is developed by the lead agency with DEC concurrence. It is released for public comment and a public meeting is normally held. This position represents DEC at such public meetings to explain the state cleanup requirements, how the proposed alternative meets these requirements and to answer public questions. It must use best professional judgment and understanding of the community issues to ensure that public comments are considered in development of the final cleanup remedy for the site. The project manager works with the lead agency in developing the ROD, which includes a responsiveness summary to public comment. ROD reviews are coordinated through the supervisor and often include Attorney General Office support, especially in reviewing Applicable or Relevant and Appropriate Requirements (ARARs). At non-CERCLA sites, the process is similar, though may be less formal.

Because the ROD or closure letter is a legal document that commits the Department to a specific course of action, the project manager is responsible for ensuring the selection of a sound, defensible remedy that is protective of human health and the environment and can be performed in a timely and cost-effective manner. When the ROD is in the draft phase, the project manager briefs the supervisor, and depending on the issues the section manager, on the contents of the ROD to obtain approval. The supervisor or section manager signs final RODS.

On CERCLA sites, the project manager ensures a "Five-Year Review" is completed, at least once every five years, for all sites where remedial actions result in contaminants remaining in place at levels that do not allow for unrestricted future land use. The project manager evaluates all aspects of the remedy to ensure continued protection of human health and the environment. Factors considered include cleanup work completed, current contaminant levels, contaminant level trends (increasing or decreasing concentrations, expanding or contracting plumes), land use (whether it has changed or remains consistent with assumptions made when selecting the remedy), current exposure to people and/or ecological receptors, effectiveness of institutional controls, and any new regulations and changes in the cleanup standards and ARARs since the ROD was signed. If the PM determines the remedial action has met the approved cleanup levels and there is no longer a need for long-term monitoring or institutional controls, the project manager briefs the supervisor on site closure (see below). If, as a result of the Five-Year Review, continued or different treatment is required, the PM will initiate appropriate actions.

Closure Determinations - The project manager is responsible for evaluating sites for closure at the Proposed Plan stage or after completion of cleanup activities. The project manager assesses all available information, confirms that analytical data demonstrate that cleanup levels have been met, confirms that all treatment and any off-site disposal of contaminated media is properly documented, and may conduct a site inspection to verify that work had been completed properly.

For sites cleaned up under Method 1 or 2, the project manager, after briefing their supervisor, prepares the appropriate closure document (a site closure letter or in some cases a site closure decision document) that certifies the site has been cleaned up in accordance with State regulations and that no further work is necessary. For sites cleaned up under Method 3 or 4, the project manager briefs the supervisor and as needed, section manager and recommends closure.

The incumbent will become proficient in:

1. Understanding SOA and federal regulations pertaining to a contaminated site (CS) and/or a leaking underground storage tank (LUST)
2. Answering or finding the answer to complex questions on their own; and recognizing when a question requires a policy decision.
3. Consistently demonstrating clarity in both written and oral communications.
4. Conducting complex work plans or report reviews with little direction from senior staff, and consistently recognizing when additional information is necessary to complete a review without supervisor intervention.
5. Reviewing documents, showing a thorough understanding of the purpose and goals of the CSP and other review requirements.
6. Preparing written documents that are clear, concise and technically accurate on issues/subject matters of high complexity with assistance from senior staff.
7. Demonstrating the knowledge and initiative necessary to accurately respond to requests for information from staff or the public without assistance from senior staff.
8. Consistently spending at least 75% of the time managing contaminated sites.

Functional Area Title: Site Inspection and Community Involvement		
E/M	% of Time	Duty Statement
E	10 %	Conduct site inspections - Responsibilities include conducting field inspections during site characterization and cleanup work to ensure compliance with approved work plans. This includes pointing out any discrepancies and working with RPs to correct them. It may also entail approving modifications to approved plans based on information obtained during the site work. The project manager is expected to write site inspection reports/notes and incorporate them into the site files. Provide technical assistance to responsible parties, environmental consultants and the public regarding SOA policies, guidelines and regulations and on-site characterization and cleanup issues. Community involvement - As necessary, this position also serves as the DEC point of contact for community involvement activities related to investigation and cleanup of assigned sites. Many of these sites are in remote locations. The level of community interest varies by site and in some cases is minimal whereas in others there is major community concern over the potential that contaminated sites may be having direct negative health impacts to people. The project manager meets with local, state, and federal agencies, tribal councils, village councils, native corporations, private and public interest groups, and the general public, to plan and explain site characterization and cleanup work and address community questions/concerns. The position must maintain professional working relationships with people having a wide range of cultural, educational and personal backgrounds. Public involvement activities are normally done in conjunction with the lead federal agency; however, the position may conduct such activities independently on behalf of DEC. The project manager ensures stakeholders are informed of the facts concerning extent of contamination and potential risks at sites and have an opportunity to provide input during the characterization and cleanup process. It strives to communicate DEC's position on sensitive issues to community members and property owners in a manner that instills trust and cooperation. Community members often are highly concerned about contaminated sites due to real and/or perceived impacts to human health, private property, subsistence resources and cultural resources. The position may coordinate with responsible federal agencies in planning and conducting public involvement activities for federal sites. It represents DEC on Restoration Advisory Boards (RABs) and at other public meetings to explain regulations, guidance documents and policies, and decisions pertaining to contaminated sites. The incumbent must be comfortable in public speaking and have the ability to provide accurate and tactful responses under stressful conditions. The position is responsible for responding to inquiries about assigned sites from the public, regulated community, press, legislators, congressional delegation and concerned parties. Responses to such inquiries are normally coordinated in advance with the supervisor. In coordination with the supervisor, the project manager contacts and consults with other agencies on projects that cross program jurisdiction, such as the Department of Health and Social Services Epidemiology Section, the Agency for Toxic Substances and Disease Registry, Department of Natural Resources, U.S. EPA, and the Alaska Native Health Board. Facilitates cross program and division coordination on contaminated site activities and decisions that may impact other programs or must meet regulatory requirements under their jurisdiction. Incumbent will become proficient in: 1. Conducting field inspections at assigned sites independently or without assistance from senior staff and accurately determine compliance.

2. Clearly and comfortably communicating technical issues and regulatory requirements with the general public through written and verbal means (site summaries on the CSP website, fact sheets, verbal presentations and questions/answer sessions).
3. Comfortably and professionally representing DEC in public forums (public meetings, Alaska Forum on the Environment, etc.)

Functional Area Title: Administrative Duties and Information Management

E/M	% of Time	Duty Statement
E	10 %	Performs administrative tasks including update the Contaminated Site Program (CSP)CS database for project management actions; prepare "weekly issues" for management regarding the status of projects and other significant issues; and prepare site logs and time accounting records to ensure work hours spent on projects are documented for cost recovery purposes. DSMOA – Where applicable, the project manager is responsible working with DoD project managers and creating site-specific Defense State Memorandum of Agreement (DSMOA) joint execution plans for each assigned site. These plans define short- and long-term project milestones, tasks and deliverables with a focus on achieving reaching site closure. He/she must develop estimated personnel, travel, contractual, and supplies expenses associated with each site or facility, which are used by supervisors to develop annual and long-term budgets. The project manager creates semi-annual DSMOA reports to track progress under and changes to the site-specific plans. Databases -Incumbent is responsible for maintaining the status of assigned sites in the CSP database. This entails updating the site information including the owner and responsible party contact information, the problem statement, contaminants of concern, site characterization/cleanup actions completed, baseline and updated Exposure Tracking Model (ETM) information, project status and closure/institutional control tracking information. Much of this information is available to the public via the internet; other portions are used in-house to track compliance and program priorities. The position is also responsible for accurately tracking work time using the program ´s time tracking database; sufficient detail is to be recorded to demonstrate grant eligibility and/or to support cost recovery. File Maintenance -The position is responsible for ensuring official correspondence and other important documentation is incorporated into filing system. This includes review and comment letters pertaining to draft documents, approval letters, Letters of Interest/PRP letters, written requests for site characterization/cleanup, work plans, reports, correspondence from responsible parties, compliance agreements, compliance advisory letters, NOVs, site inspection reports and photographs, summaries of project meetings and phone calls, minutes or notes summarizing public meetings, etc. May use geographic information systems (GIS) to manage data and to research existing information. May coordinate with other staff to develop custom projects, including maps, figures, posters, and web pages in order to better communicate complex environmental contaminant issues. Incumbent will become proficient in: 1. Consistently documenting milestones and site progress in the various databases and project files, both accurately and timely. 2. Completing DSMOA work plans (if applicable), budget information and semiannual reports in a timely and accurate manner. 3. Drafting clear, concise, and appropriate weekly issues for upward reporting. 4. Preparing site logs, and accurately accounting for project management time for cost recovery without assistance and/or reminders from senior staff.

3. Spending 75% of his/her time on project management duties and not more than 25% of the time on administrative tasks; and accounts for this time by maintaining the time accounting database both timely and accurately.

Functional Area Title: Program Development and Training

E/M	% of Time	Duty Statement
M	5 %	This position participates in workgroups and peer review sessions to discuss technical and regulatory issues associated with hazardous substance contamination. Tasks may include preparation of briefing documents; outline of outstanding issues; summarizing written and verbal comments; and presenting recommendations to the supervisor. The sessions are intended to ensure consistency in the management of projects and exchange information on technical issues. Attend training, seminars and workshops on hazardous substance issues to become more proficient as a project manager. Incumbent will become proficient in: 1. Understanding contaminated site issues relevant for medium to high priority sites, and consistently participating in discussion, work groups and/or meetings. 2. Preparing briefing documents that clearly present technical material of medium to high complexity (to staff, management and/or the public) without assistance from senior staff. 3. Demonstrating the ability to effectively communicate in both written and verbal format, and consistently preparing written documents that are clear, concise and technically accurate without assistance from senior staff.

Percentage Total: 100%



STATE OF ALASKA

Position Description

Class Title:

Environmental Program Specialist
1

**Position Control
Number (PCN):**

187265

Recruitment Type: Flexibly Staffed

1. Position Control Information

Class Title: Environmental Program Specialist 1	Title Code: PK0211	Grade: 14
	Salary Schedule: 200	
Bargaining Unit: General Government - Personal Leave	Bargaining Unit Code:	GP
Department: Environmental Conservation	Department Number:	18
Division: Spill Prevention and Response		
Region/Section/Unit: Contaminated Sites		
Location: Wasilla	Location Code:	ECE
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: ZCSP		
AKPAY Organizational Routing Code: 18010603		
Labor Distribution Code (LDP): N/A		
Physical Work Address: 1700 E Bogard Rd #B103, Wasilla		
Work Phone: 907-451-2752		
Supervisor Information		
PCN: 187452 Title: Environmental Program Specialist 4		
Physical Work Address: 610 University Ave Fairbanks		
Work Phone: 907-451-2166		

Type of Action:	Flex Up
Effective Date:	06/23/2025
Division of Personnel Section:	Classification
Reviewed By:	
Approved By:	
Closed out by:	

2. Duties

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

The Environmental Program Specialist (EPS) 1 will follow a training plan and work in a training environment under direct supervision of the Environmental Program Manager 1 or other senior EPS staff. Will perform introductory assignments involving review of contaminated site (CS) investigations; cleanup plans; and reports. Will learn the Department of Environmental Conservation (DEC) roles and responsibilities for ensuring cleanups are protective of human health and the environment and comply with State of Alaska (SOA) laws, regulations, guidance and statutes.

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: Project Management		
E/M	% of Time	Duty Statement
E	75 %	As a member of a team or in a training environment under direct supervision, review site characterization work plans and cleanup reports. Coordinate with supervisor and write letters to the responsible parties (and their consultants) identifying any questions, issues, concerns, recommendations and requests for changes in plans and reports. The reviews are focused on ensuring the information is technically accurate and consistent with current guidance and regulatory requirements. Contract Management: Under the supervision of senior staff, may also serve as project manager for projects funded by SOA. The duties include developing request for proposals; evaluating proposals; preparing Funding Approval Forms; project oversight; and contract management. Incumbent becomes proficient in: 1. Identify and finding the appropriate SOA and federal regulations to answer questions pertaining to a CS and/or a leaking underground storage tank (LUST). 2. Answering most questions on their own and recognizing when a question requires a policy decision. 3. Clarity in both written and oral communications. 4. Conducting simple work plan or report reviews with little direction from senior staff. 5. Recognizing when additional information is necessary to complete a review. 6. Reviewing documents, showing an understanding of the purpose and goals of the Contaminated Site Program (CSP) and other review requirements. 7. Preparing written documents that are clear, concise and technically accurate on issues/subject matters of medium complexity. 8. Demonstrating the knowledge and initiative necessary to respond to requests for information from staff or the public.

Functional Area Title: Site Inspection and Technical Research

E/M	% of Time	Duty Statement
E	10 %	Participate in field inspections and research information in order to become familiar with the most current assessment and remedial technologies associated with CS projects. Observe and monitor field activities for conformance with approved work plans and report any deficiencies and/or concerns to the supervisor. Make recommendations to resolve any issues. Incumbent will become proficient in: 1. Conducting field inspections independently or with little assistance from senior staff for low to medium priority sites. 2. Accurately determining compliance as a result of a file review and/or site inspection. 3. Clearly documenting results of file reviews and site inspections.

Functional Area Title: Administrative Duties and Information Management

E/M	% of Time	Duty Statement
E	10 %	Perform administrative tasks including update the CSPCS database for project management actions; prepare weekly issues regarding the status of projects and other significant issues; ensure future case actions are adequately documented/monitored; and prepare site logs and time accounting records to ensure work hours spent on projects are documented for cost recovery purposes. This position may use geographic information systems (GIS) to manage data and to research existing information. May coordinate with other staff to develop custom projects, including maps, figures, posters, and web pages in order to better communicate complex environmental contaminant issues. Incumbent will become proficient in: 1. Documenting milestones and site progress in the various project databases accurately and timely. 2. Preparing site logs, account for project management time for cost recovery purposes, and maintaining the time accounting database both timely and accurately.

Functional Area Title: Program and Technical Development/Training

E/M	% of Time	Duty Statement
M	5 %	Participate in work groups and peer review sessions to discuss technical and regulatory issues associated with hazardous substance contamination. Tasks may include preparation of briefing documents; outline of outstanding issues; summary of written and verbal comments; and recommendations to supervisor. The sessions are intended to ensure consistency in the management of projects and exchange information on technical issues. Attend training, seminars and workshops on hazardous substance issues to become more proficient as a project manager. Incumbent will become proficient in: 1. Understanding of CS issues while participating in discussions and meetings.

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| | | <ol style="list-style-type: none">2. Clearly presenting technical material of low to medium complexity to the staff or public.3. Effectively communicating in both written and verbal format most of the time.4. Preparing written documents that are clear, concise and technically accurate. |
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Percentage Total: 100%

E	25 %	The position provides statewide direction to unit managers and staff on implementation of program policy, state and federal regulations as they apply to contaminated sites work. Establish program priorities, unit performance measures and goals (short and long term), track and report to the Contaminated Sites Program Manager on the reliability, effectiveness and value of the data and make recommendations for improving or modifying priorities, performance measure and goals. This position includes assisting and advising on development of Contaminated Sites Program regulations, policy, and guidance and may participate or lead a work group in development of required policy and guidance. Program tasks include: • Acts as the first level of dispute resolution for technical disputes at contaminated sites. • Assists with statewide training programs on technical issues, regulations and statutes. • Coordinates with other programs or divisions on issues impacting or crossing over into contaminated sites activities. • Draft responses for Contaminated Sites Program Manager, division director, or commissioner to constituent or legislative inquiries regarding contaminated sites issues. • Informs upper management of high profile issues or controversial site activities where there may be a high level of public or press interest or pose legislative concerns. • Responds or assists unit managers and staff in responses to press requests on sites. • Writes position papers on high profile issues or controversial site actions that include detailed analysis of the issues and provides recommendations for upper management to consider.
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Functional Area Title: Special Projects		
E/M	% of Time	Duty Statement
E	10 %	May act as the Program Manager for the Contaminated Sites Program in his or her absence. May be responsible for leading and participating in special projects assigned by the Contaminated Sites Program Manager or Division Director that require a high level of performance and decision-making. The projects are often high profile issues receiving media attention, legislative action, and Commissioner's office involvement.

Percentage Total: 100%