



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%



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

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

2. Duties

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

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

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

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

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

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

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

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

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

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

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

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

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

Plan Review

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

- **Monitoring Plan Review**

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

- **Operations Plan Review**

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

- **Closure Plan Review**

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

Facility Design Review

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

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

Functional Area Title: REGULATORY COMPLIANCE

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

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

Monitoring Data Review

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

Enforcement and Corrective Action

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

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

Functional Area Title: TECHNICAL ASSISTANCE TO HAZARDOUS WASTE FACILITIES

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

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

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

Public Assistance

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

Complaint Response

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

Public Outreach

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

Functional Area Title: PROGRAM MANAGEMENT AND ADMINISTRATION

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

Functional Area Title: OTHER DUTIES AS ASSIGNED

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

Percentage Total: 100%



STATE OF ALASKA

Position Description

Class Title:

Environmental Program Specialist
2

**Position Control
Number (PCN):**

187883

Recruitment Type: Flexibly Staffed

1. Position Control Information

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

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

2. Duties

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Plan Review

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

- **Monitoring Plan Review**

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

- **Operations Plan Review**

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

- **Closure Plan Review**

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

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

Facility Design Review

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

Functional Area Title: REGULATORY COMPLIANCE

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

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

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

Monitoring Data Review

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

Enforcement and Corrective Action

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

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

Functional Area Title: TECHNICAL ASSISTANCE TO HAZARDOUS WASTE FACILITIES

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

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

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

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

Records Management

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

Functional Area Title: OTHER DUTIES AS ASSIGNED

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

Percentage Total: 100%



STATE OF ALASKA

Position Description

Class Title:

Environmental Program Specialist
1

**Position Control
Number (PCN):**

187883

Recruitment Type: Flexibly Staffed

1. Position Control Information

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

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

2. Duties

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Plan Review

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

- **Monitoring Plan Review**

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

- **Operations Plan Review**

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

- **Closure Plan Review**

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

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

Facility Design Review

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

Functional Area Title: REGULATORY COMPLIANCE

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

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

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

Monitoring Data Review

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

Enforcement and Corrective Action

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

Functional Area Title: TECHNICAL ASSISTANCE TO HAZARDOUS WASTE FACILITIES

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

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

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

Public Assistance

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

Complaint Response

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

Public Outreach

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

Functional Area Title: PROGRAM MANAGEMENT AND ADMINISTRATION

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

Functional Area Title: OTHER DUTIES AS ASSIGNED

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

Percentage Total: 100%