

Registration and Compliance Specialist (Environmental Specialist 4) (In-Training)

APPLY

Salary

\$45,552.00 - \$86,208.00 Annually

Location

Spokane County – Spokane, WA

Job Type

Full Time - Permanent

Remote Employment

Flexible/Hybrid

Job Number

2023-AQ3471-08553

Department

Dept. of Ecology

Division

Air Quality

Opening Date

07/12/2023

Closing Date

Continuous

Salary Information

The high end of the salary range, Step M is typically a longevity step

- DESCRIPTION
- BENEFITS
- QUESTIONS

Description



DEPARTMENT OF
ECOLOGY
State of Washington

Keeping Washington Clean and Evergreen

The [Air Quality Program](#) (AQP) within the Department of Ecology is looking to fill a **Registration and Compliance Specialist (Environmental Specialist 4) (In-Training)** position. This position is located in our **Eastern Region Office (ERO)** in [Spokane, WA](#). Upon hire, you must live within a commutable distance from the duty station.

As the Registration and Compliance Specialist, you will provide comprehensive expertise and state and federal regulatory oversight for all air pollutant source registration activities in the Eastern Region. In this role, you will identify and notify regulated sources, complete inspections, collect data and prepare annual emissions reports, and collect annual fees for over 400 air pollution sources. Additionally, you will also develop inspection schedules for regulated facilities and document appropriately for enforcement actions. Through your analysis of the annual emissions inventory, you will also be able to help set compliance programs as well as other air quality program priorities.

Note: This position offers a career path and on-the-job training. This position allows you to progress through the **Environmental Specialist (ES)** field and achieve the goal class of an **ES4**. Candidates will be considered at the **ES2**, **ES3** and **ES4** levels, depending on qualifications. For salary levels for each, please see the qualifications section.

The mission of the Air Quality Program is to protect and improve air quality in Washington. The Air Quality Program's vision is clean, healthy air and climate for all of Washington.

Tele-work options for this position: This position will be eligible for up to an 80% tele-work schedule. Applicants with questions about position location options, tele-work, and flexible or compressed schedules are encouraged to reach out to the

contact person listed below in “other information.” Schedules are dependent upon position needs and are subject to change.

Application Timeline: This position will remain open until filled, we will review applications on **July 26, 2023**. In order to be considered, please submit an application on or before **July 25, 2023**. If your application isn't received by this date, it may not be considered. The agency reserves the right to make a Hire any time after the initial screening date.

Please Note: We will review all applications received before the date above. Additional reviews after this date typically only occur if we have a small applicant pool, or if a successful Hire was not made.

Ecology employees may be eligible for the following:

Medical/Dental/Vision for employee & dependent(s), Public Employees Retirement System (PERS), Vacation, Sick, and other Leave*, 11 Paid Holidays per year*, Public Service Loan Forgiveness, Tuition Waiver, Long Term Disability & Life Insurance, Deferred Compensation Programs, Dependent Care Assistance Program (DCAP), Flexible Spending Arrangement (FSA), Employee Assistance Program, Commute Trip Reduction Incentives (Download PDF reader), Combined Fund Drive, SmartHealth ***Click here for more information**

About the Department of Ecology

Protecting Washington State's environment for current and future generations is what we do every day at Ecology. We are a culture that is invested in making a difference. Join a team that is highly effective and collaborative, with leadership that embraces the value of people. To learn more, check out our [Strategic Plan](#).

Ecology cares deeply about employee wellness; we go beyond traditional benefits, proudly offering:

- A healthy life/work balance by offering flexible schedules and telework options for most positions.
- An Infants at Work Program that is based on the long-term health values of infant-parent bonding and breastfeeding newborns.
- Continuous growth and development opportunities.
- Opportunities to serve your community and make an impact through meaningful work.

Our commitment to DEIR

Diversity, equity, inclusion, and respect (DEIR) are core values central to Ecology's work. We strive to be a workplace where we are esteemed for sharing our

authentic identities, while advancing our individual professional goals and collaborating to protect, preserve, and enhance the environment for current and future generations.

Diversity: We celebrate and appreciate diversity; our unique perspectives and abilities enrich us all and lead to innovative approaches and solutions.

Equity: We champion equity, recognizing that each of us need different things to thrive.

Inclusion: We intentionally create and hold space so that we all have meaningful opportunities to participate and contribute to Ecology's work.

Respect: We treat each other with respect and dignity, acknowledging the inherent worth of our diverse perspectives and lived experiences, even in times of uncertainty and disagreement.

We believe that DEIR is both a goal and an action. We are on a journey, honoring our shared humanity and taking steps to demonstrate our commitment to a vision where each of us is heard, seen, and valued.

Duties



The Commercial Industrial Unit within the Air Quality Program's Eastern Region section is an eight-person high-performing group responsible for permitting and compliance in twelve counties. We work with a wide variety of businesses and industries to ensure compliance with air regulations. The staff within the unit and section are dedicated, and supportive, and enjoy participating in team-building opportunities with each other.

What makes this role unique?

As the Registration and Compliance Specialist, you will solicit and collect emissions data from registered industrial air pollution sources in the Eastern Region to help them achieve compliance with state regulations. You will also critically review facility permits and records to assess compliance with air quality requirements and permit conditions. In this role, you will also be required to perform technical mathematical calculations to determine compliance.

What you will do:

- Plan, prepare for, and conduct scheduled and unannounced on-site compliance inspections.
- Determine compliance with permits and air quality regulations.
- Manage the registration database and conduct emissions inventories.
- Prepare and distribute annual emissions reports and bills.
- Collect annual fees for over 400 air pollution sources.
- Prepare written documentation of inspections, observations, and recommendations.
- Compile data and draft recommendations for enforcement actions.

Qualifications

This is an In-Training Position. The goal class for this position is **Environmental Specialist 4 (ES4)**. We will consider applicants who meet the requirements for the **ES2, ES3** and **ES4** levels. If the finalist meets the requirements for the ES2 or ES3, they will be hired in at that level and placed into a training program to become a ES4 within a specified period of time.

Required Qualifications:

Years of required experience indicated below are full-time equivalent years. Full-time equivalent experience means that any experience where working hours were less than 40 hours per week will be prorated in order to meet the equivalency of full-time. We would calculate this by looking at the total hours worked per week, divide this by 40, and then multiply by the total number of months worked. Examples of the proration calculations are:

- 30 hours worked per week for 20 months: $(30/40) \times 20$ months = 15 months full-time equivalent
- 20 hours worked per week for 12 months: $(20/40) \times 12$ months = 6 months full-time equivalent

Experience for both required and desired qualifications can be gained through various combinations of formal professional employment, education, and volunteer experience. See below for how you may qualify.

At the Environmental Specialist 2 level: Salary Range 45 (\$3,796-\$5,088 monthly) (in-training)

A total of **five** years of experience and/or education as described below:

- **Experience:** Involving environmental analysis or control, or environmental planning. Examples may include some or all of the following:
 - Determining compliance with permits, orders, or regulations.
 - Experience with database use and development.
 - Creating emissions inventories for air pollution sources.
 - Conducting inspections and assisting in achieving compliance.
 - Investigating environmental complaints or violations.
 - Communicating technical information or providing education to businesses or the general public.
 - Managing grants or contracts for environmental or scientific projects.
 - Working in coordination with other government agencies, advisory groups, or the public.
- **Education:** Involving a major study in environmental, physical, or natural science, environmental planning or other allied field.

All experience and education combinations that meet the requirements for this position:

Possible Combinations	College credit hours or degree - as listed above	Years of professional level experience - as listed above
Combination 1	No college credit hours or degree	5 years of experience
Combination 2	30-59 semester or 45-89 quarter credits	4 years of experience
Combination 3	60-89 semester or 90-134 quarter credits (AA degree)	3 years of experience
Combination 4	90-119 semester or 135-179 quarter credits	2 years of experience
Combination 5	A Bachelor's Degree	1 year of experience
Combination 6	A Master's Degree	No experience required

OR

One year of experience as an Environmental Specialist 1, at the Department of Ecology.

At the Environmental Specialist 3 level: Salary Range 53 (\$4,602-\$6,198 monthly) (in-training)

A total of **six** years of experience and/or education as described below:

- **Experience:** Involving environmental analysis or control, or environmental planning. Examples may include some or all of the following:

- Determining compliance with permits, orders, or regulations.
- Experience with database use and development.
- Creating emissions inventories for air pollution sources.
- Conducting inspections and assisting in achieving compliance.
- Investigating environmental complaints or violations.
- Communicating technical information or providing education to businesses or the general public.
- Managing grants or contracts for environmental or scientific projects.
- Working in coordination with other government agencies, advisory groups, or the public.
- **Education:** Involving a major study in environmental, physical, or natural science, environmental planning or other allied field.

All experience and education combinations that meet the requirements for this position:

Possible Combinations	College credit hours or degree - as listed above	Years of professional level experience - as listed above
Combination 1	No college credit hours or degree	6 years of experience
Combination 2	30-59 semester or 45-89 quarter credits	5 years of experience
Combination 3	60-89 semester or 90-134 quarter credits (AA degree)	4 years of experience
Combination 4	90-119 semester or 135-179 quarter credits	3 years of experience
Combination 5	A Bachelor's Degree	2 years of experience
Combination 6	A Master's Degree	1 year of experience
Combination 7	A Ph.D.	No experience required

OR

One year of experience as an Environmental Specialist 2, at the Department of Ecology.

At the Environmental Specialist 4 level: Salary Range 59 (\$5,341-\$7,184 monthly) (in-training)

A total of **nine** years of experience and/or education as described below:

- **Experience:** Involving environmental analysis or control, or environmental planning. Examples may include some or all of the following:
 - Determining compliance with permits, orders, or regulations.
 - Experience with database use and development.
 - Creating emissions inventories for air pollution sources.
 - Conducting inspections and assisting in achieving compliance.
 - Investigating environmental complaints or violations.
 - Communicating technical information or providing education to businesses or the general public.

- Managing grants or contracts for environmental or scientific projects.
- Working in coordination with other government agencies, advisory groups, or the public.
- **Education:** Involving a major study in environmental, physical, or natural science, environmental planning or other allied field.

All experience and education combinations that meet the requirements for this position:

Possible Combinations	College credit hours or degree - as listed above	Years of professional level experience - as listed above
Combination 1	No college credit hours or degree	9 years of experience
Combination 2	30-59 semester or 45-89 quarter credits	8 years of experience
Combination 3	60-89 semester or 90-134 quarter credits (AA degree)	7 years of experience
Combination 4	90-119 semester or 135-179 quarter credits	6 years of experience
Combination 5	A Bachelor's Degree	5 years of experience
Combination 6	A Master's Degree	3 years of experience
Combination 7	A Ph.D.	2 years of experience

OR

Two years of experience as an Environmental Specialist 3, at the Department of Ecology.

Special Requirements/Conditions of Employment:

- Must possess and maintain a valid Driver's License.

Desired Qualifications:

We highly encourage you to apply even if you do not have some (or all) of the desired experience below.

- Demonstrated ability to review and understand environmental regulations and complex technical documents.
- Demonstrated ability to communicate effectively in writing and verbally with a diverse set of clients and coworkers.
- Demonstrated ability to maintain complete and accurate data and records within timelines and using required procedures.
- Demonstrated ability to multitask in an ever changing fast-paced environment.
- Demonstrated understanding of mechanical processes.

Note: Having some (or all) of this desired experience may make your application more competitive in a highly competitive applicant pool.

Supplemental Information

Ecology seeks diverse applicants: We view diversity, equity, inclusion, and respect through a broad lens including race, ethnicity, class, age, religion, sexual orientation, gender identity, immigration status, military background, language, education, life experience, physical disability, neurodiversity, and intersectional identities. Qualified candidates from all backgrounds are encouraged to apply.

Need an Accommodation in the application and/or screening process or this job announcement in an alternative format?

- Please call: (360) 407-6186 or email: careers@ecy.wa.gov and we will be happy to assist.
- If you are deaf or hard of hearing you can reach the Washington Relay Service by dialing 7-1-1 or 1-800-833-6388.
- If you need assistance applying for this job, please e-mail careers@ecy.wa.gov. Please do not send an email to this address to follow-up on the status of your application. You can view the latest status of your application on your profile's main page.
- If you are reading this announcement in print format, please enter the following URL to your search engine to apply: <https://ecology.wa.gov/About-us/Get-to-know-us/Jobs-at-Ecology>.

Application Instructions:

It's in the applicant's best interest to submit all of the documents listed below. Applications without these documents may be declined.

- A cover letter describing why you are interested in this position.
- A resume outlining your experience and education (if applicable) as it relates to the minimum qualifications of this position.
- A list of three professional references.

Please do NOT include your salary history. Wage/salary depends on qualifications or rules of promotion, if applicable.

For Your Privacy:

When attaching documents to your application (such as Resume, Cover Letter, Transcripts, DD-214, etc.):

- Please be sure to remove private information such as your social security number, date of birth, etc.
- Do not attach documents that are password-protected, as these documents may not be reviewed and may cause errors within your application when downloaded.

Additional Application Instructions for Current Ecology Employees:

Please make sure to answer the agency-wide questions regarding permanent status as a classified employee within the Washington General Service or Washington Management Service. Do not forget to select Department of Ecology as a response to question 2, and type your personnel ID number for question 3. If you are not sure of your status or do not know your personnel ID number, please contact Human Resources.

Application Attestation:

The act of submitting application materials electronically is considered affirmation that the information is complete and truthful. The state may verify this information and any untruthful or misleading answers are cause for rejection of your application or dismissal if employed.

Other Information:

If you have specific questions about the position, please email **Gail Wright** at: Gail.Wright@ecy.wa.gov. Please do not contact Gail to inquire about the status of your application.

To request the full position description: email careers@ecy.wa.gov

Why work for Ecology?

As an agency, our mission is to protect, preserve and enhance Washington's environment for current and future generations. We invest in our employees to create and sustain a working environment that encourages creative leadership, effective resource management, teamwork, professionalism, and accountability.

Joining Ecology means becoming a part of a team committed to protecting and restoring Washington State's environment. A career in public service allows you to help solve some of the most challenging problems facing our state, while keeping your health and financial security a priority. We combine one of the most competitive benefits packages in the nation with a strong commitment to life/work balance.

To learn more about The Department of Ecology, please visit our website at www.ecology.wa.gov and follow, like or visit us on [LinkedIn](#), [Twitter](#), [Facebook](#), [Instagram](#) or our [blog](#).

Collective Bargaining: This is a position covered by a bargaining unit for which the Washington Federation of State Employees (WFSE) is the exclusive representative.

Equal Opportunity Employer: The Washington State Department of Ecology is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, veterans, military spouses or people with military status, and people of all sexual orientations and gender identities are encouraged to apply. Persons needing accommodation in the application/testing process or this job announcement in an alternative format may call (360) 407-6186. Applicants who are deaf or hard of hearing may call the Washington Relay Service by dialing 7-1-1 or 1-800-833-6388.

Note: This recruitment may be used to fill other positions of the same job classification across the agency. Once all the position(s) from the recruitment announcement are filled, the recruitment may only be used to fill additional open positions for the next sixty (60) days.