

# SEPA Policy Lead (Environmental Planner 4)

**APPLY**

**Salary**

\$70,800.00 - \$95,184.00 Annually

**Location**

Thurston County – Lacey, WA

**Job Type**

Full Time - Permanent

**Remote Employment**

Flexible/Hybrid

**Job Number**

2024-SEA4286-02483

**Department**

Dept. of Ecology

**Division**

Shorelands and Environmental Assistance

**Opening Date**

02/26/2024

**Salary Information**

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

- DESCRIPTION
- BENEFITS
- QUESTIONS

**Description**





## Keeping Washington Clean and Evergreen

The Shorelands & Environmental Assistance (SEA) program within the Department of Ecology is looking to fill a **SEPA Policy Lead (Environmental Planner 4)** position. The position is located in our Headquarters office in Lacey, WA. Upon hire, you must live within a commutable distance from the duty station.

The **SEPA Policy Lead** position serves as Department of Ecology's statewide expert on the State Environmental Policy Act (SEPA). In this position, you will provide interpretation, guidance, and training on SEPA to Ecology staff, other agencies, consultants, and the public. You will support the agency and program missions of environmental protection and conservation by helping others complete SEPA reviews that reflect those values.

To be successful in this position, you will need a strong working knowledge of the State Environmental Policy Act (SEPA) and also the ability to foster strong professional relationships with colleagues, the public, resource professionals, and other stakeholders.

**Agency Mission:** Ecology's mission is to protect, preserve, and enhance Washington's environment for current and future generations.

**SEA Mission:** SEA's mission is to create community conservation partnerships to protect and restore our shorelands, wetlands, and floodplains.

**Tele-work options for this position:** This position will be eligible for up to a 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 **March 12, 2024**. In order to be considered, please submit an application on or before **March 11, 2024**. 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



### What makes this role unique?

The SEPA Policy Lead serves as Department of Ecology's statewide expert on the State Environmental Policy Act (SEPA). The position provides interpretation, guidance, and training on SEPA to Ecology staff, other agencies, consultants, and the public. In this position, you will have significant authority and influence with regard to development and implementation of statewide policy for environmental protection through the State Environmental Policy Act (SEPA). You will work statewide with all staff and management levels of the agency, with other state and local agencies, and with external stakeholders to further the development and implementation of SEPA policies.

## What you will do:

- Provide timely technical assistance on interpretation of SEPA laws and rules and how those are carried out on reviews of individual proposals to local governmental planning agencies, applicants, the public, state agencies, and internal Ecology staff/managers
- Provide key SEPA interpretation and direction for SEPA rule updates
- Respond in writing to petitions for resolution of lead agency disputes in WAC 197-11-946
- Respond in writing to petitions for SEPA Rule amendments, including petitions for changing exemptions in WAC 197-11-890
- Schedule, plan, organize, and present SEPA trainings individually or in collaboration with others, consistent with RCW 43.21C.300
- Write and update guidance material providing understanding of SEPA, consistent with RCW 43.21C.300
- Schedule and hold regular team coordination meetings of agency SEPA staff
- Monitor schedules of SEPA staff to determine availability of staff for data entry and customer service
- Work with other staff to ensure coverage for SEPA data entry as needed in order to publish the daily SEPA Register, consistent with WAC 197-11-508
- Enter records in SEPA database as needed

## Qualifications

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

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.

**Option 1:**

A Bachelor's degree or above with a major emphasis in land use, urban, regional, environmental, or natural resource planning, landscape architecture, geography, land use or environmental law, public administration with an environmental emphasis, or closely related field AND Five years of professional experience in land use, urban, regional, environmental, or natural resource planning, and/or program development.

**Option 2:**

A Master's degree or above with a major emphasis in land use, urban, regional, environmental, or natural resource planning, landscape architecture, geography, land use or environmental law, public administration with an environmental emphasis, or closely related field AND Three years of professional experience in land use, urban, regional, environmental, or natural resource planning, and/or program development.

**Option 3:**

One year of experience as an Environmental Planner 3, at the Department of Ecology.

**Special Requirements/Conditions of Employment:**

- Must be able to obtain and maintain a valid state 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.

- Experience with or a strong working knowledge of the State Environmental Policy Act.
- Ability to negotiate agreements that resolve differences in a timely manner.
- Experience with planning, coordinating, organizing and leading meetings, workshops, and other events.
- Strong verbal and written communication skills.
- Demonstrated ability to foster strong professional relationships with colleagues, the public, resource professionals, and other stakeholders.

**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](mailto: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](mailto: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.

**Note:** References will only be contacted during the final steps of the recruitment process for candidates selected as finalists. References will not be contacted without the candidate's formal authorization.

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 **Brenden McFarland** at: [Brenden.McFarland@ecy.wa.gov](mailto:Brenden.McFarland@ecy.wa.gov) Please do not contact **Brenden** to inquire about the status of your application.

To request the full position description: email [careers@ecy.wa.gov](mailto: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](http://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.