



**COUNTY OF SANTA CLARA  
INVITES APPLICATIONS FOR THE POSITION OF:**

**Director - Division Of Hazardous Materials  
Compliance**

*An Equal Opportunity Employer*

**SALARY**

\$70.69 - \$95.31 Hourly    \$5,654.96 - \$7,624.48 Biweekly    \$12,252.41 - \$16,519.71 Monthly  
\$147,028.96 - \$198,236.48 Annually

**ISSUE DATE:** 03/03/23

**FINAL FILING DATE:** 03/24/23. If the Final Filing Date states "Continuous", the application filing period may close any time after ten business days from the issue date of this job announcement if sufficient qualified applications have been received. Therefore, it is important to submit your application as soon as possible.

**THE POSITION**

Under general direction, this position is responsible for the planning, supervision, administration, coordination and management of the Division of Hazardous Materials Compliance within the Department of Environmental Health.

**COVID-19 Risk Tier – Lower Risk**

**TYPICAL TASKS**

- Directs State certified programs such as the Certified Unified Program Agency (CUPA) for hazardous materials/waste management, the Local Enforcement Agency (LEA) for Solid Waste, the Household Hazardous Waste (HHW) program, and the Local Oversight Program (LOP) to implement and maintain standards mandated by state law;
- Defines program objectives and manages the allocation of resources to achieve program goals;
- Provides leadership and direction to facilitate the achievement of the organizational mission;
- Develops strategies to ensure performance goals are achieved;
- Ensures the development of policies, procedures regarding environmental health and hazardous materials/waste legislation and ordinances;
- Establishes, monitors, evaluates and adjusts the divisional budget to ensure balance between expenditures and revenues;
- Plans for and responds to various programmatic and administrative initiatives; ensures timely and accurate reporting of data, both within and outside the County structure;
- Assesses and negotiates service agreements and contracts;
- Secures and administers grant funding;
- Acts as Administrative Hearing Officer regarding permit suspension and general dispute resolution;

- Represents departmental interests on enforcement and administrative matters in association with business and trade associations, governmental administrations, the general public, and with special interest organizations and community groups; serves as news media spokesperson;
- Directs and facilitates public and business educational outreach activities;
- Provides technical counsel to the Board of Supervisors, committees and County administration;
- Performs department head responsibilities in the absence of the Director of the Department of Environmental Health;
- Refers enforcement cases to the District Attorney's and the County Counsel offices;
- Assures coordination with Health Officer on matters related to public health;
- Audits fees to assure accountability and conducts self audits of program as required by State law;
- Ensures program consistency and adequate program performance under multiple agency agreements between the County CUPA and its City Participating Agencies;
- Performs other related duties as required.

### **EMPLOYMENT STANDARDS**

Possession of a Bachelor's Degree in Biology, Chemistry, Environmental Science, Geology, or a related Science.

AND

Four (4) years of work experience as a Hazardous Materials Program Manager in Santa Clara County, or equivalent position within a hazardous materials/waste program, overseeing investigations and inspections of hazardous materials/waste and in the enforcement of Federal, State and Local Government health/environmental regulations. A Master's degree in a related field may be substituted for up to one year of required experience.

Registered Environmental Health Specialist (REHS) certification issued by the State of California is desirable.

Possession of a valid California driver's license upon appointment.

#### **Knowledge of:**

- Environmental health provisions of the California Health and Safety Code, the California Code of Regulations, local ordinances and regulations applicable to hazardous materials/waste management and environmental health;

- Principles and practices of environmental health and investigative procedures and practices of hazardous materials/waste management, solid and biomedical waste management practices and specific CUPA, LOP, HHW and LEA requirements;
- Procedures and methods used in inspecting and correcting illegal conditions and practices;
- Management, leadership and supervision of staff resources;
- Development and management of budgetary resources;
- Principles of program development;
- Managerial communication processes.

**Ability to:**

- Plan, direct, coordinate and manage a multifaceted hazardous materials compliance and solid waste enforcement program;
- Manage and supervise personnel and budgetary resources;
- Develop effective programs to deal with environmental health protection;
- Deal tactfully and effectively with members of policy boards, commissions, elected and appointed public officials, and the general public, to advise and/or resolve differences;
- Understand, interpret and apply provisions of federal, state, and local legislation, rules and regulations, pertinent to the administration of programs and policies;
- Gather and present data effectively;
- Communicate effectively in oral and written forms;
- Write clear and concise reports.

**PHYSICAL REQUIREMENTS**

**VETERANS PREFERENCE INFORMATION:** Any veteran who has submitted a copy of their DD214 form, and received a discharge of other than dishonorable, from the armed forces showing service in any branch of the United States military will be given a preferential credit of five percent (ten percent for those identified as disabled veterans), after attaining a passing examination score for a numerically scored examination, as applicable by Memorandum of Understanding.

**THE EXAMINATION PROCESS:** The examination process may include one or more of the following: application review, application appraisal, preliminary competitive rating, performance test, written test, and/or oral interview examination.

This recruitment may require completion of Supplemental Questions in order to evaluate your education, training and experience relative to the required knowledge and abilities for the position you are applying for.

Your responses to the questions may also be reviewed and scored in a Competitive Rating evaluation process based on pre-determined rating criteria. Your answers should be as complete as possible, as no additional information will be accepted from applicants once the Competitive Rating evaluation has begun.

\*New Hires shall be subject to a pre-employment criminal background check.

**DISASTER SERVICE WORKERS:** Under California law, all County employees are designated as Disaster Service Workers (DSW). In the event of a catastrophic event, County employees may be expected to fulfill emergency action assignments. As DSW's, they may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.

**INFORMATION ON PERS CONTRIBUTION:** For new members, salaries above a limitation imposed by federal law (that limit is \$134,974 for 2022): (1) neither the County nor the employee will make contributions to PERS on the portion of salary that exceed the limit, and (2) the portion of the salary that exceeds the limit is not used by PERS to calculate the retirement benefit. For current members, the limit is \$305,000 for 2022.

**An Equal Opportunity Employer:** The County of Santa Clara is an inclusive workplace, where employees are valued and respected for their different perspectives, experiences, backgrounds, and contributions. We are a proud equal opportunity employer that fosters a workforce that is as diverse as our community. Applicants will receive consideration for employment without regard to race, religion, color, national origin, sex (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender, gender identity, gender expression, transgender status, sexual stereotypes, age, status as a protected veteran, status as an individual with a disability, other applicable legally protected characteristics, or criminal histories (consistent with applicable federal, state, and local law).

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.sccjobs.org/>

OR

70 W. Hedding Street, 8th Floor, East Wing  
San Jose, CA 95110

EXAM #23-V09-A  
DIRECTOR - DIVISION OF HAZARDOUS MATERIALS  
COMPLIANCE  
RM

## Director - Division Of Hazardous Materials Compliance Supplemental Questionnaire

- \* 1. Please answer the following questions. Completion of the following supplemental questions is **REQUIRED** and is an integral part of the evaluation process. Initially, it will be used to determine minimum qualifications. For those applicants meeting the employment standards, this information will be critical in the subsequent competitive assessment to identify those candidates to be invited to continue in the examination process. Your responses to the questions may also be reviewed and scored in a Competitive Rating evaluation process based on pre-determined rating criteria. Your answers should be as complete as possible, as no additional information will be accepted from applicants once the Competitive Rating evaluation has begun. A response of "**see resume**" or "**see application**" will deem your application incomplete.

**Include a detailed description of your work experience in the following format for EACH employer referenced, in each answer:**

- a) Employer name(s)
- b) Job title(s)
- c) Start/end dates of employment
- d) Total hours worked per week
- e) Description of task(s) performed

**Do you understand the requirement to provide complete answers in order to determine relevant experience for each area in question?**

Yes  No

\* 2. What is the highest level of education you have completed?

- 8th Grade
- High School or GED equivalent
- College (1 to 29 semester / 1 to 44 quarter units)
- College (30 to 59 semester / 45 to 89 quarter units)
- College (60 to 89 semester / 90 to 134 quarter units)
- College (90 to 119 semester / 135 to 179 quarter units)
- College (120 or more semester / 180 or more quarter units)
- Associate's Degree
- Bachelor's Degree
- Master's Degree
- Doctoral Degree

\* 3. If you possess a Bachelor's Degree, please indicate the major field of study.

- Biology
- Chemistry
- Chemical Engineering
- Environmental Science
- Environmental or Sanitary Engineering
- Fire Science or Fire Technology
- Geology
- Hazardous Materials Management
- Industrial Hygiene
- Microbiology
- Physics
- Physical Science
- Soil Sciences
- Toxicology
- Other
- None of the above

\* 4. Do you possess a valid Registered Environmental Health Specialist Certification issued by the State of California pursuant to the California Health and Safety Code? **If "yes", you must attach a copy to your online application.**

Yes  No

\* 5. How many years of experience do you possess equivalent to Santa Clara County's Hazardous Materials Program Manager? **Click here to read the [Hazardous Materials Program Manager Job Specification](#)**

- No experience
- Less than two years
- Two to less than three years
- Three to less than four years
- Four to less than five years
- Five to less than six years
- Six years or more

\* 6. Describe your work experience equivalent to that of a Hazardous Materials Program Manager in Santa Clara County, or equivalent position within a hazardous materials/waste program, overseeing investigations and inspections of hazardous materials/waste and in the enforcement of Federal, State and Local Government health/environmental regulations. Include the following information: a) Employer Name(s) b) Job Title(s) c) Start Month/End Month Dates of Employment d) Total Hours Worked per Week e) Detailed Description of Job Duties

\* 7. How did you hear about this employment opportunity?

- County Employee
- Friend or Family (not County Employee)
- Paper Flyer / Announcement
- County of Santa Clara email
- GovernmentJobs.com
- CareersInGovernment.com
- Indeed
- LinkedIn
- Facebook
- Job Fair
- Professional Association or Affiliation
- Email Notification
- Text Message Notification
- Dice
- Twitter
- Monster Jobs
- School Career Center or Handshake

\* 8. If you selected an event/fair or other in the question above, please specify. If not, type N/A.

\* Required Question