



ORANGE COUNTY
 Human Resource Services
 333 W. Santa Ana Blvd,
 Santa Ana, CA 92701
 714-834-2555

<http://www.ocgov.com/hr>

INVITES APPLICATIONS FOR THE POSITION OF:

Supervising Hazardous Materials Specialist

SALARY

\$37.02 - \$49.90 Hourly

ISSUE DATE: 09/18/17

FINAL FILING DATE: 09/25/17

THE POSITION

Supervising Hazardous Materials Specialist

This recruitment is open to the public and will be open for a minimum of five (5) business days, and will close on Monday, September 25, 2017 at 11:59 PM (PST). Applicants are encouraged to apply immediately.

The recruitment will establish an eligible list and will be used to fill current and future Supervising Hazardous Materials Specialist positions within the Health Care Agency. This recruitment may also be used to fill positions in similar and/or lower classifications throughout the County.

THE COUNTY

The [County of Orange](#) is a regional service provider and planning agency whose core businesses include public safety, public health, environmental protection, regional planning, public assistance, social services and aviation.

HEALTH CARE AGENCY

The County of Orange [Health Care Agency \(HCA\)](#) is a dynamic organization dedicated to creating and supporting an environment that promotes the achievement of optimal individual, family and community health. Under the direction of the Agency Director, a new and dynamic executive team with an organizational structure comprised of five service areas – Administrative and Financial, Behavioral Health, Correctional Health, Regulatory & Medical Services, and Public Health - is committed to meeting the health needs of the diverse Orange County community.

Environmental Health Division

The [Environmental Health Division](#) was designated as the Certified Unified Program Agency (CUPA) for the County of Orange by the State Secretary for Environmental Protection on January 1, 1997. The CUPA is the local administrative agency that coordinates the regulation of hazardous materials and hazardous wastes in Orange County through the following six programs:

- Hazardous Materials Disclosure (HMD)
- Business Emergency Plan (BEP)
- Hazardous Waste (HW)

- Underground Storage Tank (UST)
- Aboveground Petroleum Storage Tank (APST)
- California Accidental Release Prevention (CalARP).

THE OPPORTUNITY

The Supervising Hazardous Materials Specialist is responsible for Environmental Health programs within the Hazardous Materials Surveillance Section. The incumbent supervises and trains subordinate staff in the performance of technical and specialized work related to six (6) hazardous materials and waste programs located within the Unified Program under California Environmental Protection Agency's (CalEPA) certification as a Certified Unified Program Agency (CUPA).

DESIRABLE QUALIFICATIONS AND CORE COMPETENCIES

The ideal candidate will possess a valid certificate as a Registered Environmental Health Specialist (REHS) issued by the California Department of Public Health (CDPH) and two (2) years of experience in Certified Unified Program Agency (CUPA) programs including hazardous waste, hazardous materials, above ground storage tanks, underground storage tanks, California Accidental Release Prevention (CalARP) as well as knowledge of medical waste and body art programs. The incumbent will also possess certifications in International Code Council (ICC) and Aboveground Petroleum Storage Act (APSA). Additionally, the ideal candidate will possess extensive knowledge and experience in the following core competencies:

- **Technical Experience**
 - Ensuring Health and Safety Code, Code of Regulations, ordinances, inspection mandates, and program goals are met
 - Tracking environmental Federal and State laws and regulations that may impact program implementation
 - Reporting, investigating, and deciphering lab results relating to Certified Unified Program Agency (CUPA) programs
 - Developing new programs and completing challenging or detailed assignments such as Standard Operating Procedures (SOP)
 - Proficiently using a variety of computer software such as, Microsoft Word, PowerPoint, Excel, Access, Outlook, and internal agency database.
- **Relationship Building**
 - Training, planning, coordinating, and initiating actions necessary to implement recommendations or decisions with public, staff, local, and state agencies as it relates to Certified Unified Program Agency (CUPA) programs.
 - Establishing and cultivating effective working relationships with staff, public, state, and local agencies
 - Educating and training regulated business in Certified Unified Program Agency (CUPA) related programs
- **Leadership Skills**
 - Periodically accompanying staff in the field to ensure conformity to Division standards
 - Assisting staff with developing policies, redistricting, and inspection problems
 - Assuming a leadership role providing a supportive team environment and maintaining positive working relationships within their team
- **Oral Communication**
 - Listening attentively and understanding what is being communicated by subordinate staff, public, and managerial staff
 - Reviewing, evaluating, and summarizing data in writing in terms of trends or general indications of possible problem areas

MINIMUM QUALIFICATIONS

Click [here](#) to learn more about the minimum qualifications, physical, mental and environmental conditions for the Supervising Hazardous Materials Specialist Classification.

RECRUITMENT PROCESS

Human Resource Services (HRS) will screen all application materials to identify qualified candidates. After screening, qualified candidates will be referred to the next step and notified of all further procedures applicable to their status in the competition.

Oral Interview | Structured Interview (Weighted 100%): Candidates will be interviewed and rated by a panel of job knowledge experts. Each candidate's rating will be based on responses to a series of structured questions designed to elicit the candidate's qualifications for the job. Only the most competitive candidates will be placed on the eligible list.

Based on the Department's needs, the selection procedure listed above may be modified. All candidates will be notified of any changes in the selection procedure.

Eligible List

Once the assessment has been completed, HRS will establish an eligible list of candidates. Candidates placed on the eligible list may be referred to a selection interview to be considered for present and future vacancies.

ADDITIONAL INFORMATION

EMAIL NOTIFICATION

Email is the primary form of notification during the recruitment process. Please ensure your correct email address is included in our application and use only one email account.

NOTE: User accounts are established for one person only and should not be shared with another person. Multiple applications with multiple users may jeopardize your status in the recruitment process for any positions for which you apply.

Candidates will be notified regarding their status as the recruitment proceeds via email through the GovernmentJobs.com site. Please check your email folders, including spam/junk folders, and/or accept emails ending with "governmentjobs.com" and "ocgov.com." If your email address should change, please update your profile at www.governmentjobs.com.

FREQUENTLY ASKED QUESTIONS:

Click [here](#) for additional Frequently Asked Questions.

For specific information pertaining to this recruitment, contact **Jenny Lopez** at (714) 834-4605 or jenlopez@ochca.com.

EEO INFORMATION

Orange County, as an equal employment opportunity employer, encourages applicants from diverse backgrounds to apply.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.ocgov.com/hr>

OR

333 W. Santa Ana Blvd,
Santa Ana, CA 92701

EXAM #5143SM-0917-042 (O)
SUPERVISING HAZARDOUS MATERIALS SPECIALIST

JL

Supervising Hazardous Materials Specialist Supplemental Questionnaire

- * 1. Do you currently possess a valid certificate as a Registered Environmental Health Specialist (REHS) issued by the California Department of Public Health (CDPH)?
 - Yes
 - No

- * 2. If you answered "Yes" to the above question then please provide your Registered Environmental Health Specialist (REHS) certification number. If you answered "No" then put "N/A".

- * 3. Please indicate which of the following certifications you possess
 - International Code Council (ICC)
 - Aboveground Petroleum Storage Act (APSA)
 - None of the above

- * 4. Select the option that best describes your qualifications for this position.
 - One (1) year or less of experience in hazardous waste, hazardous materials, aboveground storage tanks, underground storage tanks, California Accidental Release Prevention (CalARP), and knowledge of medical waste and body art programs AND a bachelors degree in life, physical or environmental science or related
 - Two (2) years of experience in hazardous waste, hazardous materials, aboveground storage tanks, underground storage tanks, California Accidental Release Prevention (CalARP), and knowledge of medical waste and body art programs AND a bachelors degree in life, physical or environmental science or related field
 - Three (3) years of experience in hazardous waste, hazardous materials, aboveground storage tanks, underground storage tanks, California Accidental Release Prevention (CalARP), and knowledge of medical waste and body art programs AND a bachelors degree in life, physical or environmental science or related field
 - Four (4) years of experience in hazardous waste, hazardous materials, aboveground storage tanks, underground storage tanks, California Accidental Release Prevention (CalARP), and knowledge of medical waste and body art programs AND a bachelors degree in life, physical or environmental science or related field

- * 5. For the option selected above, describe in detail your knowledge and experience associated with hazardous waste, hazardous materials, above ground storage tanks, underground storage tanks, California Accidental Release Prevention (CalARP), and knowledge of medical waste and body art programs

- * 6. Describe your experience leading and/or supervising staff. In your response, please provide details on how you assigned work and/or delgated tasks, monitored progress, and coached and trained staff.

- * Required Question