

Job Posting: Assistant Director, Environmental Justice and Equity

Department of Pesticide Regulation

JC-270818 -
Assistant Director, Environmental Justice and Equity
C. E. A.

\$7,781.00 - \$11,183.00 per Month

Final Filing Date: 10/20/2021

Job Description and Duties

Under the administrative direction of the Director, the C.E.A. A, Assistant Director for Environmental Justice and Equity is responsible for leading, developing and coordinating the Department of Pesticide Regulation's (DPR) Environmental Justice (EJ) and Tribal Affairs programs and activities, including meaningful community engagement. The programs facilitate and support meaningful community engagement, promote environmental justice and equity considerations in decision-making throughout the Department, and support government-to-government consultation with tribes.

The Assistant Director works closely with DPR's Director and executive staff to identify, program goals and objectives, as well as targeted initiatives, to promote engagement with and responsiveness to the needs of impacted communities and tribes, and promote protection for all California residents from pesticides. The Assistant Director coordinates with other Boards, Departments, and Offices under the California Environmental Protection Agency, and other federal, state, and local agencies, on community engagement, environmental justice, and tribal affairs programs and activities. The Assistant Director supports Department efforts to broaden access to and increase the transparency of its programs, to enhance DPR's relationships and increase engagement with communities impacted by pesticides, and oversee DPR's Tribal Liaison to California Native American Tribes. The Assistant Director is a key leader in the Department's diversity, equity, and inclusion initiatives to deepen the Department's understanding of and respect for all people and promoting just and equitable outcomes.

You will find additional information about the job in the [Duty Statement](#).

Working Conditions

- Maintains accessibility for communication 24/7.
- Job requires occasional statewide and overnight travel.
- Ability to work in a high-rise office environment.

- Ability to use a smart phone, computer monitor, mouse, and keyboard within an 8-hour day.

Minimum Requirements

This position does not have a Classification Specification. Requirements and qualifications for this position can be found in this announcement. For additional questions, please contact the hiring department listed below.

Additional Documents

- [Job Application Package Checklist](#)
- [Duty Statement](#)

Position Details

Job Code #: JC-270818
Position #(s): 814-001-7500-XXX
Working Title:
Assistant Director, Environmental Justice and Equity
Classification: C. E. A.
 \$7,781.00 - \$11,183.00 A

of Positions: 1
Work Location: Sacramento County
Job Type:
 Career Executive Assignment - Non Tenured, Full Time

Department Information

Pending 30-day Posting Period

The Department of Pesticide Regulation (DPR), part of the California Environmental Protection Agency (CalEPA), is a predominantly self-funded department dedicated to protecting human health and the environment by regulating pesticide sales and use, and by fostering reduced-risk pest management. DPR is primarily a scientific department of about 400 employees. DPR is located in the CalEPA building at 1001 I Street in Sacramento, CA.

DPR values diversity, equity, and inclusion throughout the organization. We foster an environment where employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. We believe the diversity of our employees is essential to inspiring innovative solutions. Together we further our mission to protect human health and the environment by regulating pesticide sales and use, and by fostering reduced-risk pest management. Join DPR to improve the lives of all Californians.

The California Department of Human Resources (CalHR) has implemented the requirement that all state employees attest to their vaccination status. Employees are required to indicate whether they are vaccinated, unvaccinated, or if they choose not to disclose their vaccination status. As an additional health and safety standard to

protect the state workforce and the public it serves, CalHR is also implementing COVID-19 testing of all state employees working on site (including field sites) if they are unvaccinated, vaccinated but choose not to provide documentation, or choosing not to disclose their vaccination status. Any employee seeking exemption from COVID-19 testing or wearing a face covering must provide evidence of vaccination. This requirement is subject to change depending upon updated Federal, State, and/or local requirements and guidance.

Department Website:

<https://www.cdpr.ca.gov>



Special Requirements

- This position is designated Conflict of Interest and requires disclosure of economic interests.
- In order to apply for this position, you are required to provide your complete employment history on the Examination/Employment Application (STD. 678) form. A complete employment history must include, for each position listed, accurate dates, job title or State classification, hours worked per week (please indicate an average if hours worked per week varied), company or agency name, and a full description of duties and responsibilities held. A resume or other materials will not take the place of the complete STD. 678.
- Please do not include any confidential information on any documents you submit for this job vacancy. Confidential information includes, but is not limited to: basis of eligibility, examination results, LEAP status, Social Security Number (SSN), birthdate, marital status, age, national origin, medical conditions, and use of medical leave.

Application Instructions

Completed applications and all required documents must be received or postmarked by the Final Filing Date in order to be considered. Dates printed on Mobile Bar Codes, such as the

Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.

Final Filing Date: 10/20/2021

Who May Apply

Individuals who are eligible to be appointed to this Career Executive Assignment (CEA) by the State of California.

How To Apply

Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.CalCareers.ca.gov. When submitting your application in hard copy, a completed copy of the Application Package listing must be included. If you choose to not apply electronically, a hard copy application package may be submitted through an alternative method listed below:

Address for Mailing Application Packages

You may submit your application and any applicable or required documents to:

Department of Pesticide Regulation
Attn: M. Pavlos
Human Resources Branch
1001 I Street, P.O. Box 4015
Sacramento, CA 95812-4015

Address for Drop-Off Application Packages

You may drop off your application and any applicable or required documents at:

Department of Pesticide Regulation
M. Pavlos
Human Resources Branch
1001 I Street, P.O. Box 4015
Sacramento, CA 95812-4015
08:00 AM - 05:00 PM

Required Application Package Documents

The following items are required to be submitted with your application. Applicants who do not submit the required items timely may not be considered for this job:

- Current version of the State Examination/Employment Application STD Form 678 (when not applying electronically), or the Electronic State Employment Application through your Applicant Account at www.CalCareers.ca.gov. All Experience and Education relating to the Minimum Qualifications listed on the Classification Specification should be included to demonstrate how you meet the Minimum Qualifications for the position.
- Resume is required and must be included.
- Statement of Qualifications - A Statement of Qualifications (SOQ) is required and must be submitted with your application and resume to be considered for this position. Please see the "Statement of Qualifications" section for further information.

Applicants requiring reasonable accommodations for the hiring interview process must request the necessary accommodations if scheduled for a hiring interview. The request should be made at the time of contact to schedule the interview. Questions regarding reasonable accommodations may be directed to the EEO contact listed on this job posting.

Examination Qualification Requirements

All applicants must possess the knowledge and abilities, and any other requirements, described in this announcement.

Note: Eligibility to take a CEA examination does not require current permanent status in the civil service.

General Qualifications

State civil service employees must possess essential general qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Knowledge and Abilities

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

1. Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.
2. Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level A - Responsible for broad administrative and program activities, including the execution and/or evaluation of program policies.

CEA Level B - Responsible for extensive managerial and program administration or broad program manager experience with substantial participation in the formulation, operation,

and/or evaluation of program policies.

CEA Level C - Responsible for extensive highly professional influence and contributes to program, policy, and the methods to provide professional services needed to set policies, to meet the mission of the State department and often exercising technical and or professional skills that are required at this level.

Desirable Qualifications

In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will provide the basis for competitively evaluating each candidate:

- A minimum of five years of experience in diversity, equity, and inclusion (DEI), environmental justice, tribal affairs, or a related role for an organization in government, non-profit, or the private sector.
- Exemplary writing, editing, and verbal communication skills. Demonstrated ability and experience in mastering complex technical issues and preparing outreach and educational material that conveys information to the public and stakeholders accurately, concisely, and in plain language.
- Ability to establish and maintain effective working relationships with a variety of internal and external contacts. Experience working with stakeholders who hold widely diverse perspectives on regulatory issues. Ability to facilitate productive conversations between stakeholders with varied priorities.
- Demonstrated experience in developing and implementing meaningful and effective community engagement, environmental justice, DEI, or tribal affairs programs, with expertise on issues of high emotion, conflict or controversy.
- Experience with project planning, strategic planning and maintaining 12-month outreach planning schedule.
- Bilingual in Spanish (Written and Verbal).
- Demonstrated experience serving as a spokesperson for an organization on issues of high emotion, conflict or controversy. Ability to effectively represent DPR in meetings with advisory groups, advocacy groups, other stakeholders, and the public.
- Demonstrated knowledge of DPR's mission, organizations, goals, functions and policies. Familiarity with CalEPA's environmental justice mandates and programs. Familiarity with the functioning of regulatory agencies that oversee environmental protection.
- Ability to promote a culture of inclusion and engagement.
- Ability to exercise resourcefulness and initiative in planning strategies for outreach and engagement, and in developing new means of solving problems not previously encountered.
- Demonstrated ability to work with colleagues and external stakeholders to successfully implement change.
- Ability to use independent judgment in applying broad guidelines from the Directorate to changing situations, or to resolve specific issues or problems.
- Demonstrated skill in gathering, evaluating, and interpreting complex information and drawing appropriate conclusions from varied, conflicting sources. This includes determining what kind of information is needed and the methods of obtaining and communicating that information.
- Ability to lead a team of motivated staff.

Examination Information

If you meet the requirements stated in this announcement, you may take this competitive examination. Possession of the Examination Qualifications requirements does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of others who take this examination, and all successful candidates will be ranked according to their scores.

A minimum rating of 70% must be attained in the Examination to obtain list eligibility for this position. All candidates will receive written notification of their examination results.

The results of this examination will only be used to fill this position. Applications will be retained for twelve months.

Hiring interviews for the Job may be conducted with the most qualified candidates.

The examining Department reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Special Testing Arrangements

If you have a disability and need special testing arrangements, answer the Reasonable Accommodations question appropriately on your Application (STD 678). You will be contacted to make specific arrangements. Questions regarding reasonable accommodations may be directed to the EEO contact listed on this announcement.

Benefits

For information regarding the benefits offered to eligible employees, please visit the CalHR website at www.calhr.ca.gov.

Contact Information

The Human Resources Contact is available to answer questions regarding the position or application process.

Department Website: <https://www.cdpr.ca.gov>

Human Resources Contact:

Matthew Pavlos

(916) 322-4553

matthew.pavlos@cdpr.ca.gov

Please direct requests for Reasonable Accommodations to the interview scheduler at the time the interview is being scheduled. You may direct any additional questions regarding Reasonable Accommodations or Equal Employment Opportunity for this position(s) to the Department's EEO Office.

EEO Contact:

EEO Office
(916) 445-3979
melissa.paden@cdpr.ca.gov

California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice) TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

Statement of Qualifications

All interested applicants are required to submit a Statement of Qualifications (SOQ). Within the responses, be sure to include specific information as to how your professional experience, knowledge, skills, and abilities meet the minimum qualifications and desirable qualifications.

Instructions

Your SOQ must be typed using 12 point font, no more than three (3) pages in length, and must address the following:

1. Describe your background in the areas of Environmental Justice, Tribal Affairs, and Community Engagement. How did your previous positions prepare you for this assignment?
2. Describe a specific experience working with stakeholders who have widely varying perspectives, both from each other and from your organization, and your role in bringing parties together. How did you maintain working relationships over a long period of time?
3. Describe your previous experience working with community members to engage in complex, technical, and sensitive issues. What approaches did you take? What challenges did you have to work through in your efforts? How did you measure your success?
4. Describe your experience working with other programs within your organization to ensure that environmental justice considerations were addressed and implemented. What did you do to overcome internal communication challenges and promote effective change management? How did you measure your success?

Note: Resumes, letters, and other materials will not take the place of the SOQ.

Equal Opportunity Employer

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.