



Keeping Washington Clean and Evergreen

The **Toxics Cleanup Program** (TCP) within the Department of Ecology is looking to fill an **Environmental Database Coordinator (Environmental Specialist 3)** position. This position is located in our Headquarters (HQ) in [Lacey, WA](#). Upon hire, you must live within a commutable distance from the duty station.

As the Environmental Database Coordinator, you will maintain and enter new critical cleanup site data in TCP's Integrated Site Information System (ISIS). As the database coordinator, you will also provide technical assistance to other program staff by assisting with evaluating and interpreting the scientific ISIS data. You will manage all aspects of cleanup site database entries, including data acquisition and analysis, as well as cleanup site status reporting.

In your role, you will also be managing the permit review and approval process for all underground storage tanks (USTs) across Washington. In addition to educating the public on UST compliance and permitting, you will also ensure the database captures all relevant data regarding compliance inspections and fees collected by the Department of Revenue.

If you are well-organized, detail-oriented, and decisive, and have a strong aptitude for working with data, we hope you'll join our team!

The mission of the Toxics Cleanup Program is to protect Washington's human health and the environment by preventing and cleaning up pollution and supporting sustainable communities and natural resources for the benefit of future and current generations.

Tele-work options for this position: This position will be eligible for up to a 90% tele-work schedule. **During onboarding, you will be expected to be in-office three to four days a week.** 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 September 25, 2023. In order to be considered, please submit an application on or before **September 24, 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.

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?

This is a multi-faceted and critical position within Toxics Cleanup Program and will allow you the opportunity to work with staff in all areas. You will work with site managers and consultants to attain and manage cleanup site data, as well as the Underground Storage Tank (UST) Statewide Data Manager and UST Coordinator to review and approve permit applications. You will also provide technical assistance to the public, as well as problem solve and work with the Department of Revenue on fee collection. Additionally, you will oversee contractors and grantees receiving Ecology funding to upload technical data in the Environmental Information Management (EIM) database, which is a powerful tool for program management decision-making. Your database acumen and analysis skills will be valuable in this role!

What you will do:

- Enter data into the UST database and maintain the completeness of records.
- Track environmental documents to ascertain their completeness for permitting.

- Download daily and review Department of Revenue (DOR) reports for delinquent payment of tank fees or incompleteness of required paperwork. Coordinate and reconcile data issues with DOR.
- Review and process UST forms, and train UST staff in UST database requirements and form review.
- Present statewide data during statewide UST meetings.
- Guide the process of moving the UST program towards becoming paperless.
- Provide quality review and technical assistance so that the data is loaded correctly into the EIM and ISIS Database. If data are not loaded correctly, you will advise, recommend, and assist with a course of action to fix or resolve the loading issues.
- Inform and educate owners and operators of rules and policies to assist them in meeting requirements.

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.

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

- **Professional experience in:** environmental analysis or control, or environmental planning, such as database maintenance, database reporting, permitting, or fee collection.
- **Education involving:** major study in environmental, physical, or one of the natural sciences, 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	I have 30-59 semester or 45-89 quarter credits.	5 years of experience
Combination 3	I have 60-89 semester or 90-134 quarter credits (AA degree).	4 years of experience
Combination 4	I have 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.	0 years of experience

OR

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

Special Requirements/Conditions of Employment:

- Certification required prior to site visits: initial 40-hour hazardous materials training followed by annual 8-hour refresher.

Desired Qualifications:

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

- Experience working with Apple and Microsoft computer systems, office equipment, GIS technical work, complex software experience in databases and graphic design, along with experience in Microsoft Office applications.

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 Erik Snyder at: Erik.Snyder@ecy.wa.gov. Please do not contact Erik 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.