

COUNTY OF SAN DIEGO



CHIEF, DEPARTMENTAL OPERATIONS
Hazardous Materials Division
DEPARTMENT OF ENVIRONMENTAL HEALTH

Starting Pay Range \$100,000 to \$110,000
Excellent Benefits Package



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CHIEF, DEPARTMENTAL OPERATIONS HAZARDOUS MATERIALS DIVISION ENVIRONMENTAL HEALTH

Under the administrative direction of the Director, Environmental Health, this unclassified management position will be responsible for providing leadership and oversight over all administrative functions for the County's Hazardous Materials Division of the Department of Environmental Health.

This position will be responsible over the following key areas:

- **Hazardous Materials Response Team**
- **Certified Unified Program Agency (CUPA)**
 - Hazardous Waste/Tiered Permitting
 - Hazardous Materials Business Plans
 - Underground Storage Tanks (Inspection, Plan Check, and Tank Installation)
 - California Accidental Release Prevention Program
 - Above Ground Storage Tanks
 - Medical Waste Management

THE IDEAL CANDIDATE

The Department of Environmental Health is seeking a dynamic, innovative, and independent leader in order to successfully manage the key areas listed above. The ideal candidate has demonstrated and proven experience in leading others, performing project and program management, and developing and implementing CUPA programs. Possession of a current certificate as a Registered Environmental Health Specialist by the State of California is desirable but not required.

The ideal candidate will also possess a professional history that demonstrates a combination of the following necessary leadership competencies and attributes:

- A customer service-oriented management philosophy which transcends all levels of an organization.
- Organizational and political awareness of sensitive issues and understanding of multiple stakeholder needs to develop consensus on projects and programs, including working with boards and commissions, industry groups, community organizations, agency officials, and the public.
- Ability to practice strategic thinking and anticipate future consequences and trends accurately while applying knowledge appropriately.
- Ability to mentor, develop, and advocate for staff.

The ideal candidate will also possess a professional history that demonstrates the following leadership competencies and attributes:

- Actively seeks opportunities to improve status quo
- Commits to self and others to improve performance

- and reach challenging goals
- Demonstrates strong teamwork and collaborative skills.
- Carefully considers implications and impact of decisions across time and on others.
- Recognizes strengths and weaknesses of others and how to best manage them
- Builds and supports mutually beneficial relationships with other organizations, associations, and community contacts

Please click [here](#) for additional information on the job classification for Chief, Departmental Operations.

MINIMUM QUALIFICATIONS

Qualifying candidates will possess a bachelor's degree from an accredited college or university, or certified equivalency for foreign studies, AND, five (5) years of experience that demonstrates the ability to perform the essential functions of the classification, which must include two years of management or supervision; OR, a combination of experience and/or education as stated above.

Note: A master's degree or higher degree may substitute for a total of one year. In order for education to substitute for work experience as indicated above, college level coursework must demonstrate progress toward a degree and may be substituted on a year-for-year basis.

COMPENSATION

The annual salary range upon appointment for this position is \$100,000 to \$110,000.

To view the full salary range for this classification, click [here](#). Placement within this range is dependent upon the qualifications of the successful candidate. Annual salary reviews are performance-based and goal-oriented.

BENEFITS

- ◆ Fifteen days of paid vacation, thirteen days of paid sick leave, and thirteen paid holidays.
- ◆ Medical, dental, and vision insurance plans.
- ◆ Disability Insurance, Life Insurance, and Accidental Death/Dismemberment Insurance.
- ◆ Flexible Management Benefit Package – a monthly credit may be used to select benefits from a group of options.
- ◆ Defined benefit retirement program.
- ◆ Reciprocity with other governmental retirement systems may be granted; for further information, the website for the San Diego County Employees Retirement System can be accessed [here](#).
- ◆ May be eligible for relocation allowance.
- ◆ Deferred Compensation Program (457) and 401(a)

THE DEPARTMENT

The County's Department of Environmental Health (DEH) enhances San Diegans' quality of life by protecting public health and safeguarding environmental quality, educating the public to increase environmental awareness, and implementing and enforcing local, state, and federal environmental laws. DEH consists of the following divisions: Community Health, Finance, Food and Housing, Hazardous Materials, and Land and Water Quality.

DEH regulates the following: retail food safety; public housing; public swimming pools; small drinking water systems; mobile-home parks; onsite wastewater systems; recreational water; aboveground and underground storage tanks and cleanup oversight; and medical and hazardous materials and waste. In addition, DEH serves as the Solid Waste Local Enforcement Agency, prevents disease carried by rats and mosquitoes, and helps to ensure safe workplaces for County employees.

DEH has an annual operating budget of \$44 million with a total of 280 employees.

Hazardous Materials: This division administers the certified unified program that regulates businesses to ensure that hazardous materials, hazardous wastes, and medical wastes are properly catalogued, stored, and managed. This division has a budget of \$11 million and is staffed with 65 employees.



THE COUNTY OF SAN DIEGO

The mission of the County of San Diego is to provide the residents of San Diego County with superior County services in terms of quality, timeliness, and value in order to improve the region's Quality of Life.

- The County covers 4,261 square miles, extending 75 miles along the Pacific Coast from Mexico to Orange County and inland 75 miles to Imperial County along the international border shared with Mexico.
- San Diego enjoys a wide variety of climate and terrain, from coastal plains and fertile inland valleys, to mountain ranges, forests, and the Anza-Borrego Desert. The average annual rainfall is only 10 inches.
- The County is governed by a five-member Board of Supervisors elected to four-year terms in district, nonpartisan elections.
- There are 18 incorporated cities and a large number of unincorporated communities.

- County services are provided by five business groups, that are headed by General Managers, who report to the Chief Administrative Officer (CAO).
- The County has a budget of \$4.86 billion and provides services to the residents of the County through its nearly 16,000 employees in 42 different departments.



GENERAL MANAGEMENT SYSTEM

The County engages in a continuous cycle of planning, implementing, evaluating, and renewing the planning process. The County's comprehensive guide for managing this cyclic process is called the General Management System (GMS). For more information regarding GMS, please click [here](#). The successful candidate must have a general understanding of the General Management System.

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

Applications may be accessed and submitted online. To apply, go to www.sdcounty.ca.gov/jobs. In addition to completing the application, please submit an updated résumé indicating degrees held and employment history including titles, dates of service, areas of expertise, professional licenses or registrations held, reporting structure, key duties performed, job titles and number of staff supervised, management and supervisory responsibilities, budget managed, and salary information.

Applications and résumés will be initially screened for minimum qualifications. An evaluation board will convene to review submittals and identify top competitors to be considered for further evaluation.

This recruitment will close on Sunday, May 10, 2015, at 11:59 p.m.

The review period will begin during the week of May 11, 2015.

SPECIAL NOTES

Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority. The provisions of this job announcement may be modified or revoked and do not constitute an expressed or implied contract. Qualified women, minorities, and persons with disabilities are encouraged to apply. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

CONTACT INFORMATION

You may direct any questions regarding the application and selection process to Aaron Morgan, Human Resources Analyst, Department of Human Resources. at Aaron.Morgan@sdcounty.ca.gov,

For questions regarding the position, please contact Valerie Espinoza, Senior Departmental Human Resources Officer, at Valerie.Espinoza@sdcounty.ca.gov

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