

State of Washington
Pollution Liability Insurance
invites applications for the position of:

Environmental Specialist 4 In-training

SALARY: \$3,293.00 - \$4,322.00 Monthly

OPENING DATE: 10/11/13

CLOSING DATE: 10/25/13 11:59 PM

DESCRIPTION:



Environmental Specialist 3 (In-Training to Environmental Specialist 4)

This in-training recruitment will be filled at the Environmental Specialist 3 level and be required to successfully complete a structured 12 month in-training plan before advancing to the Environmental Specialist 4 level.

The mission of the Pollution Liability Insurance Agency (PLIA) is to make pollution liability insurance available and affordable to the owners and operators of regulated petroleum underground storage tanks (USTs) and heating oil tanks by offering reinsurance services to the insurance industry. To find out more about our agency and what we do, visit www.plia.wa.gov.

DUTIES:

This position performs professional level work for the Heating Oil Pollution Liability Insurance Program that provides coverage to owners of active heating oil tanks throughout the State of Washington. The incumbent ensures the proper implementation of state regulations and standards relating to heating oil tank release cleanups, using independent judgment to evaluate sites and process claims for tanks insured. Duties for this position include but are not limited to:

- Performing specialized environmental cleanup insurance claims processing;
- Analyzing claim requests to determine the eligibility and validity of the claims;
- Conducting initial investigation and site characterizations;
- Managing feasibility studies, and cleanup action plans to achieve cleanup goals;
- Approving or denying work scopes and change order requests of service providers

performing contamination cleanup work;

- Providing guidance to service providers and homeowners concerning agency policies and procedures;
- Reviewing soil sample results taken at cleanup sites;
- Conducting site visits and follow up reviews to evaluate the success of the remediation process;
- Reviewing payments, validating and approving claim payments, responding to appeals of denied claims and conducting satisfaction surveys after claims are closed;
- Analyzing soil testing reports for non-registered tank sites, providing written opinions concerning possible contamination and the threat to human health or the environment;
- Providing technical and administrative support regarding the remedial strategies for the cleanup sites re-insured by (PLIA);
- Reviewing and assessing the validity of underground storage tank insurance policies; and
- Participates in quarterly Leaking Underground Storage Tank claims meetings.

This position works Monday through Friday, 40 hours a week and minimal travel may be required for assigned site visits.

QUALIFICATIONS:

Required:

- A Bachelor's degree involving major study in environmental, physical, or one of the natural sciences, environmental planning or other allied field;
- Two (2) years of professional experience in environmental analysis or control or environmental planning (*additional qualifying experience will substitute, year for year, for education*);
- A current geologist or hydro-geologist license, or ability to obtain with two (2) years from date of hire;
- One (1) year experience interpreting and explaining environmental regulations and requirements as it pertains to the Model Toxic Control Act for contaminated site cleanups;
- A valid driver's license.

The most successful applicants should also possess the following skills, abilities and competencies:

- Experience interpreting and applying applicable rules, relations, and policies;
- Able to evaluate information and make definitive decisions regarding program, eligibility and compliance with state requirements;
- Understands the importance of and willing to maintain strict confidentiality and high ethical standards at all times;
- Able to establish and enhance collaborative working relationships with a wide variety of stakeholders, both internal and external;
- Two years' experience monitoring or performing soil cleanups of contaminated sites;
- Two years' claims processing experience, including the appeals process;

- Experience using Microsoft Access, including running queries and producing reports as needed;
- Possess good communications skills, both oral and written.

SUPPLEMENTAL INFORMATION:

How to Apply:

In addition to completing the online application, applicants must attach the following documents to their profile or paste into the "text resume" field in order to be considered for this position:

- A letter of interest describing why you are interested in this position and what makes you uniquely qualified; and,
- A resume, this can be attached or you can copy and paste in the profile; and,
- A list of three professional references with current contact information.

The act of submitting application materials electronically is considered affirmation that the information provided in the application is complete and truthful to the best of your knowledge and the information submitted may be verified by the hiring agency.

For information regarding this recruitment, please call Joe Vidales at 360-407-8252 or email jobs@des.wa.gov.

The State of Washington is an equal opportunity employer. Persons with a disability who need assistance with their application or that need this announcement in an alternative format, may call (360) 664-1960 or toll free (877) 664-1960. TTY users should first call 711 to access the [Washington Relay Service](#).

Environmental Specialist 4 In-training Supplemental Questionnaire

- * 1. Which of the following best describes your highest related level of education?
 - Associate's Degree
 - Bachelor's Degree
 - Master's Degree
 - Doctorate Degree
 - None of the above
- * 2. Which of the following best describes the focus of your degree?
 - Environmental Science
 - Physical Science
 - Natural Science
 - Environmental Planning
 - Other Related Degree
 - My degree is not related
 - I do not have a degree
- * 3. If you selected "Other Related Degree" in the above question, please identify the focus of your degree. If this does not apply, type in "N/A".

- * 4. Which of the following best describes your level of experience in Environmental Analysis or Control?
 - 1 - 11 months
 - 12 - 23 months
 - 24 - 35 months
 - 36 - 47 months
 - 48 - 59 months
 - 60 - 71 months
 - 72 or more months
 - I do not have this experience
- * 5. Which of the following best describes your level of experience in environmental planning?
 - 1 - 11 months
 - 12 to 23 months
 - 24 to 35 months
 - 36 to 47 months
 - 48 to 59 months
 - 60 to 71 months
 - 72 or more months
 - I do not have this experience
- * 6. Which best describes your current geologist license status?
 - I have a current geologist license
 - I have a current hydro-geologist license
 - I have the ability to obtain geologist or hydro-geologist license within two (2) years from hire date
- * 7. Do you possess a valid unrestricted (other than corrective lenses) driver's license?
 - Yes
 - No
- * 8. Select the answer below that best describes how you meet the qualifications for this position:
 - I have a Bachelor's degree involving major study in environmental, physical, or one of the natural sciences, environmental planning or other allied field AND two years of professional experience in environmental analysis or control or environmental planning
 - I have a Master's degree in a related field
 - None of the above
- * 9. Do you have additional qualifying experience that may substitute year-for-year for education?
 - Yes
 - No
- * 10. Please describe your additional qualifying experience with relevant examples, including dates of employment and location. Do not state "see resume". This will be considered an incomplete answer and disqualify your application.
- * 11. Do you have knowledge of the Model Toxics Control Act (MTCA) or soil remediation methods for contaminated site cleanups?
 - Yes
 - No
- * 12. If you answered yes to the question above, please use the area provided below to describe your knowledge, including where you gained it and where you have used it. Do not type "see resume". If you marked no to the question above, type n/a.

- * 13. Select the answer below that best describes the amount of experience you have monitoring or performing soil cleanups of contaminated sites.
 - I do not have this experience
 - I have 1 to 11 months experience
 - I have 12 to 23 months experience
 - I have 24 or months experience

- * 14. Select the answer below that best describes the amount of experience you have with claims processing, including the appeals process.
 - I do not have this experience
 - I have 1 to 11 months experience
 - I have 12 to 23 months experience
 - I have 24 or more months experience

- * 15. Which one of the following best describes your highest level of Microsoft Access skills? (To qualify for the Intermediate level, you must also be able to perform the functions at the Basic level; to qualify for the Advanced level, you must also be able to perform the functions at Basic and Intermediate levels; to qualify for the Expert level, you must also be able to perform the functions at the Basic, Intermediate, and Advanced levels.)
 - I do not have enough skills to meet the definition of the Basic level below
 - BASIC: Organize data in tables; view data in tables; Query in database; and generate simple reports
 - INTERMEDIATE: Streamline data entry; join tables to retrieve data from unrelated tables; create flexible queries to display records; customize queries; modify data, customize reports; produce specific print layouts; share data between Access and other applications
 - ADVANCED: Restructure data into tables; write advance queries to analyze data; design summary reports; create and revise macros; use administration tolls to maintain database
 - EXPERT: Able to use and train others in all Access functions listed above

- * 16. Have you been convicted of a misdemeanor or felony within the past ten (10) years? (Answering yes will not automatically bar you from employment)
 - Yes
 - No

- * 17. Please verify that you have included the following information in your online application: 1. A complete resume; 2. A letter of interest describing how you meet the required and preferred qualifications listed for this position; and, 3. The names of three professional references, including at least one supervisor, with current contact information.
 - Yes, I have included all the required application materials
 - No, I have not included all the application materials

- * Required Question