



TOXIC SUBSTANCES CONTROL, DEPARTMENT OF
There are 8 Open Exam Bulletin(s) listed for this department.

Title: PUBLIC PARTICIPATION SPECIALIST

Salary: \$4,400.00 - \$5,348.00

Posted: 08/31/12

Job Description:

The Public Participation Branch of the Office of External Affairs advises and guides Department technical and executive staff, elected officials, and private groups and individuals on policy, regulation, and statute-mandated community outreach as it pertains to the treatment, storage, disposal, and clean up of hazardous substances.

Special Requirements, Job Description and Additional Information:

The Public Participation Specialist will serve as a Liaison for the Santa Susana Field Laboratory (SSFL). This position is the full journey level in this series. Under general direction, incumbents independently perform the full range of duties, including the most complex, community relations work to ensure that federal, state and local mandates are addressed toward adequate public health protection in the regulation of hazardous work treatment, storage, and disposal at the Santa Susana Field Laboratory (SSFL). As one of the most complex and controversial toxic cleanup projects in California, SSFL has generated unprecedented levels of community interest.

Under general direction, the incumbent independently performs public participation activities relevant to the Santa Susana Field Lab (SSFL), one of the most complex and controversial toxic cleanup projects in California that has generated unprecedented levels of community interest. The incumbent serves as a liaison between the Department and local communities, private stakeholders, governmental agencies, high-level Federal, state and local elected officials, and community and activist groups. The incumbent facilitates two-way communication, resolves conflict, and develops and implements public participation strategies. The incumbent needs to ensure that information coming from the Department is accurately, timely, informative and understandable for community members. The incumbent will work regularly with community leaders and advisory panels as well as with project managers and other staff affiliated with SSFL to ensure community participation in the process, identify opportunities to expand community participation and will be assigned other related duties as necessary. The incumbent will provide ombudsman-type community relations; conduct community assessment and public meetings; advocate or represent public concerns to decision makers; plan and conduct participatory workshops, facilitate two-way communication between public and the Department; resolve conflict so that site clean-up or treatment can continue with minimal delay; assist responsible parties as needed to develop, approve and oversee the implementation of Community Relations Plans, and provide training to technical staff on public participation requirements for the Santa Susana Field Laboratory (SSFL). We are an innovative Department seeking another innovator who can work with a diverse, active community that surrounds this project and can respond to unprecedented levels of public interest at the site. The successful candidate will have demonstrable experience in building and maintaining an effective communication and public engagement process for a diverse, active community with extraordinary levels of interest in hazardous waste cleanup activities.

REQUIRED QUALIFICATIONS:

- Understanding of major issues and concerns surrounding hazardous waste or other similar environmental public health issues;
- Knowledge of communities affected by hazardous waste or other similar environmental public health issues in general; specifically, the communities affected by cleanup efforts involving the Santa Susana Field Laboratory;
- Familiarity with applicable State and Federal laws, regulations, Legislative procedures, and current and pending legislation, including public participation for issues pertaining to hazardous waste;
- Knowledge of the dynamics of community assessments and group participation;
- The ability to organize, facilitate and moderate effective two-way communication, both routinely and in adversarial settings;
- Journey-level expertise in developing, producing and disseminating written information, including fact sheets, work notifications, Public Participation Plans, and community questionnaires and assessments;
- Strong writing and communication abilities, including excellent spelling, grammar, listening and speaking skills;
- Proficiency in the use of personal computer, electronic mail systems, databases, internet research, current and emerging social networking applications, and various types of word processing software;
- The ability to use major media communication and other techniques for disseminating information as part of outreach efforts, plus knowledge of innovative and emerging communication tools; including the website, Twitter and Facebook;
- The ability to speak in public and deliver presentations to staff at all levels including executive management, and to external groups;
- The ability to work at all levels within an organization and work independently or as part of a team to establish cooperative working relationships with a diverse group of internal and external stakeholders, identify communication needs and appropriate communication tools, solicit feedback, maintain effective communication, possesses emotional intelligence skills and has the ability to engage in conflict management and systems thinking;
- The ability to apply attention to detail and follow up with stakeholders, including Department staff, elected officials, and members of the public;
- The ability to work under pressure and within tight time frames, and willingness to occasionally work unusual hours to meet critical timelines in communication and public participation at the Santa Susana Field Lab.
- Problem-solving skills in the areas of policy analysis and formation.

DESIRABLE QUALIFICATIONS:

- The ability to demonstrate initiative and creativity which enhances the communication process;
- Knowledge of the following computer programs: Adobe InDesign; Photoshop, Illustrator, Microsoft Office, Adobe Acrobat Professional;
- Familiarity with DTSC processes, procedures and administrative structure;
- The ability to read and communicate effectively in languages other than English, particularly in Spanish.

Applications will be screened and only the most qualified will be interviewed.

On Page 1 of the State application, you must clearly indicate the basis of your eligibility (i.e. list eligibility, transfer, SROA, surplus, re-employment or reinstatement). Failure to do so could result in your being rejected from the interview process.

Applications must be received at 1001 I Street, Sacramento, CA 95814 ATTN: Jennifer Villegas, by 4 p.m. on the final filing date.

Additional Information:

Working Title	Position Number
Public Participation Specialist	810 - 703 - 5373 - 007
Will also consider hiring a(n)	
ASSOCIATE GOVERNMENTAL PROGRAM ANALYST \$4,400.00 - \$5,348.00	
Location	County
Chatsworth	LOS ANGELES
Timebase	Tenure
Full Time	Permanent month(s)
Final Filing Date:	Department Link:
09/14/2012	http://dtsc.ca.gov/
Contact Unit/Address	Contact Name/Phone
Office of External Affairs 1001 I Street, MS 22A Sacramento 95814	Jennifer Villegas 916-322-5227 jennifer.villegas@dtsc.ca.gov

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