

# Puget Sound Nutrient Reduction Financial and Project Specialist (Environmental Specialist 3)

**Salary**

\$55,224.00 - \$74,376.00 Annually

**Location**

Thurston County – Lacey, WA

**Job Type**

Project (limited duration)

**Remote Employment**

Flexible/Hybrid

**Job Number**

2024-WQP1194-04148

**Department**

Dept. of Ecology

**Division**

Water Quality

**Opening Date**

04/04/2024

**Closing Date**

Continuous

**Salary Information**

The high end of the salary range, Step M is typically a longevity step

- DESCRIPTION
- BENEFITS
- QUESTIONS

**Description**



## DEPARTMENT OF **ECOLOGY** State of Washington

### Keeping Washington Clean and Evergreen

The Water Quality Program within the Department of Ecology is looking to fill a **Puget Sound Nutrient Reduction Financial and Project Specialist (Environmental Specialist 3)** position.

This position is located in our **Headquarters Office** in [Lacey, WA](#). Upon hire, you must live within a commutable distance from the duty station.

In a team environment, you will aid grant and loan recipients located in the Puget Sound region with planning, construction, and implementation of wastewater treatment improvement projects.

If collaborating with cities, counties, and other partners to reduce water pollution sounds fulfilling, this may be the job for you. You can make a real difference in efforts to reducing nutrients from entering Puget Sound. You will manage a host of planning projects funded through Ecology's Puget Sound Nutrients Reduction grant program, in addition to working with a dedicated team of environmental staff focused on improving and restoring water quality in Puget Sound.

**Agency Mission:** Ecology's mission is to protect, preserve and enhance the environment for current and future generations.

**Program Mission:** The mission of the Water Quality Program is to ensure that all aquatic life and communities in the watershed experience cool, clean water to refresh and sustain us in a changing climate.

**Please Note:** This is a project position that is funded until **June 30, 2026**. The Funding for this position has a high probability of being renewed for the next bi-annual budget.

**Tele-work options for this position:** This position will be eligible for up to a 90%

tele-work schedule. 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 **April 19, 2024**. In order to be considered, please submit an application on or before **April 18, 2024**. 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.

**Please Note:** We will review all applications received before the date above. Additional reviews after this date typically only occur if we have a small applicant pool, or if a successful Hire was not made.

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 role where you'll engage with local partners to provide technical and financial assistance to applicants and recipients of Puget Sound Nutrient Reduction grants, as well as Clean Water State Revolving fund grants & loans directed to Puget Sound region wastewater treatment facility projects. You'll work with Ecology engineers and permit managers, monitor project performance, conduct site visits, and assist with programmatic planning related to Puget Sound Nutrient Reduction grants.

#### **What you will do:**

- Develop individual grant and loan agreements and amendments, working closely with Ecology engineers, permit managers, and funding recipients.
- Provide quality assurance review of the negotiated project scope of work, budget, and special conditions, to ensure grant integrity, eligibility of costs, and consistency in accordance with state and federal statutes and rules, Water Quality Program Funding policies and procedures, and grant guidelines.
- Schedule and attend site visits to monitor project progress.
- Work closely with other Water Quality Program grant and loan managers and wastewater treatment facility engineers in providing for the effective and efficient management of the Puget Sound Nutrient Reduction and Clean Water State Revolving Fund monies.
- Make financial assistance recommendations regarding the development, coordination, and implementation of water quality best management practices involving water pollution prevention and pollution control.
- Assist with planning, facilitating, or representing the program in public meetings and workshops.

#### **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 6 years of experience and/or education as described below:**

- **Experience** in environmental analysis or control, or environmental planning. Experience may include a combination of the following:
  - Managing environmental projects, including developing budgets, scopes of work, and schedules
  - Investigating environmental complaints or violations
  - Performing inspections or field investigations
  - Assisting businesses with regulatory requirements, including explaining options for coming into compliance
- **Education:** involving a 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 required experience – as listed above.
Combination 1	No college credit hours or degree	6 years of experience
Combination 2	30-59 semester or 45-89 quarter credits.	5 years of experience
Combination 3	60-89 semester or 90-134 quarter credits (AA degree).	4 years of experience
Combination 4	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.	No experience required

**OR**

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

**Special Requirements/Conditions of Employment:**

- Must possess and maintain a valid state driver's license.

**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 city or county governments.
- Experience with developing or managing data tracking systems.

**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](mailto: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 email [careers@ecy.wa.gov](mailto: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.

**Note:** References will only be contacted during the final steps of the recruitment process for candidates selected as finalists. References will not be contacted without the candidate's formal authorization.

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 **Seth Elsen** at: [seth.elsen@ecy.wa.gov](mailto:seth.elsen@ecy.wa.gov) Please do not contact **Seth** to inquire about the status of your application.

To request the full position description: email [careers@ecy.wa.gov](mailto: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](http://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.