

<https://www.governmentjobs.com/careers/sacramento/jobs/4186280/waste-management-program-senior-associate>



Waste Management Program Senior Associate

Salary

\$96,027.12 - \$116,698.32 Annually

Location

Sacramento, CA

Job Type

Permanent Full-Time

Job Number

28483-B

Department

Waste Management & Recycling

Opening Date

09/06/2023

Closing Date

10/4/2023 5:00 PM Pacific

The Position

**This is a limited continuous filing exam. Next filing cut-offs are at 5:00 pm on:
9/20/2023, 10/4/2023 (final)**

Under general supervision, the Waste Management Program Senior Associate leads, plans, schedules, and oversees the work of staff performing complex professional planning work related to solid waste management, source reduction, and recycling; and public awareness and education, while performing the same and/or more difficult duties as those being led; ensures completion of tasks in accordance with established

policies and procedures; communicates policies, procedures and job expectations; and provides training to staff.

Examples of Knowledge and Abilities

Knowledge Of

- Principles and practices of leadership, mentoring, and training
- Principles and practices of planning, organizational design, business finance, business development, project management, and organizational effectiveness

- Applicable federal, state, and local laws, codes, and regulations relating to planning and permitting solid waste and recycling facilities
- Operational characteristics, services, and activities of assigned programs and functions
- Local environmental, political, and planning issues related to solid waste disposal and recycling
- Current trends and statistics affecting solid waste and recycling facility and program planning

- Municipal, commercial, and industrial solid waste and recycling programs
- Materials, equipment and methods used in solid waste and recycling operations

- Principles and practices of budget development and monitoring
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, databases, and other specialized applications related to area of assignment
- English usage, spelling, grammar, and punctuation

Ability To

- Lead, train, and guide lower level professional, technical, and support staff
- Plan, coordinate, assign, and review the work of staff
- Provide work direction and instruction
- Research and evaluate work problems, and recommend solutions
- Work independently, prioritize work, coordinate activities and meet critical deadlines
- Develop and maintain cooperative, effective working relationships with others
- Communicate clearly and concisely, both verbally and in writing
- Interpret and apply applicable federal, state, and local laws, codes, and regulations
- Monitor and interpret budgets and other financial documents
- Apply customer service skills, including the identification of customer needs and follow up to ensure customer commitments have been met
- Collect, analyze, interpret, and evaluate data relating to planning for solid waste and recycling facilities program development
- Prepare logical, comprehensive, and concise written and technical reports and correspondence including complex planning elements and plans
- Represent the County in dealings with other agencies and the public

- Make effective presentations, both verbally and in writing
- Read, write, and speak English at a level necessary for satisfactory job performance

Employment Qualifications

Minimum Qualifications

A Bachelor's Degree, or higher, from an accredited college or university.

AND

Three years of full-time paid experience planning, developing, or implementing solid waste and/or recycling/resource recovery programs.

Note: Additional full-time paid experience planning, developing, implementing, and/or promoting solid waste and/or recycling/resource recovery programs may substitute for the required education on a year-for-year basis. (2080 hours is equal to 30 units)

Note: If the word “experience” is referenced in the minimum qualifications, it means full-time paid experience unless the minimum qualification states that volunteer experience is acceptable. Part-time paid experience may be accumulated and prorated to meet the total experience requirements.

Note: If the minimum qualifications include an educational or certificate/license requirement, applicants must submit proof of requirements with the application. Failure to submit proof of requirements may result in disqualification from the examination. Unofficial transcripts are acceptable. For guidelines on submitting acceptable proof of educational requirements, please click [here \(Download PDF reader\)](#) or speak to someone in our office before the cut-off date listed in this notice.

General Qualifications

Criminal History and Background Checks: The County may access criminal history information on candidates who have accepted a conditional offer of appointment for this class consistent with the provisions of Board of Supervisors Resolution No. 82-602, Personnel Policies, and applicable federal and state laws. The County shall not consider for employment any candidate who has been convicted of a felony or misdemeanor that relates to or impacts the candidate’s ability to perform the job duties of this class unless it is determined that mitigating circumstances exist. For purposes of accessing criminal history information, the candidate will be fingerprinted. A subsequent arrest notification may be obtained.

The County may also conduct a background check on the candidate prior to appointment to a position within this class. The background check may include personal and professional reference checks, credit history checks where authorized by Labor Code section 1024.5, Social Security Number verification, professional

license/registration verification, military service information and driving history. Information obtained in the course of this background check will be considered by the appointing authority in the selection process. In obtaining such information, the County will comply with applicable consent and disclosure practices in the Fair Credit Reporting Act and the California Investigative Consumer Reporting Agencies Act.

License Requirement: A valid California Driver License, Class C or higher, shall be required at the time of appointment. Failure to obtain or maintain the appropriate California Driver License may constitute cause for personnel action in accordance with Civil Service Rules or applicable bargaining agreement. Individuals who do not meet this requirement due to disability will be reviewed on a case-by-case basis.

Physical Requirements: Positions in this class require the incumbents to be able to lift up to 25 pounds without assistance.

Individuals who do not meet this requirement due to disability will be reviewed on a case-by-case basis.

Working Conditions: Positions in this class require the incumbents to:

- Work non-routine hours, including attending meetings and participating in community and public relations events at night, on the weekends, and on holidays.
- Work in all neighborhoods within Sacramento County, including potentially dangerous or high crime areas.
- Work outdoor in all types of weather conditions.
- Be exposed to hazardous or dangerous environmental conditions including loose animals, insects, and traffic.

Probationary Period

The probationary period for this classification is **six (6)** months.

Application and Testing Information

APPLICATION

Qualified applicants are encouraged to apply immediately. All applicants must complete and submit an online County of Sacramento employment application by **5:00 PM** on the posted cut-off date. Click [here](#) to apply.

County of Sacramento

Department of Personnel Services
Employment Services Division
700 H Street, Room 4667
Sacramento, CA 95814
Phone (916) 874-5593; 7-1-1 California Relay Service
Email EmployOffice@Saccounty.net
Inter-Office Mail Code: 09-4667
www.SacCountyJobs.net

- Employment applications and all documentation requested in this announcement must be submitted by 5:00 p.m. on the cut-off date.
- Employment Services is not responsible for any issues or delays caused by an applicant's computer or web browser. Applicants will be automatically logged out if they have not submitted their applications and all documentation prior to 5:00 p.m. on the cut-off date.
- Your application should highlight all relevant education, training, and experience, and clearly indicate how you meet the minimum qualifications for the position as of the cut-off date.
- Application information must be current, concise and related to the requirements in this job announcement. You may only apply for this recruitment once. Duplicate and incomplete applications will be disqualified.
- A resume may be included with your application, however it will not substitute for the information requested on the application.

SUPPLEMENTAL QUESTIONNAIRE

Applicants are required to provide a full and complete response to each supplemental question. The Supplemental Questionnaire is located in the tab marked "Supplemental Questions". Please be descriptive in your response.

Note: Responses of "See Resume" or "See Application", or copy and paste of work experience are not qualifying responses and will not be considered.

- Supplemental Questionnaires must be submitted by 5:00 p.m. on the cut-off date. Employment Services is not responsible for any issues or delays caused by an applicant's computer or web browser. Applicants will be automatically logged out if they have not submitted their applications and all documentation prior to 5:00 p.m. on the cut-off date.
- The supplemental questions are designed to elicit specific information regarding a candidate's experience, education, and training. Responses should be consistent with the information on your application and are subject to verification.
- Please provide place of employment, pertinent dates, and concise, descriptive and detailed information for each question.

- If a job included responsibilities applicable to several questions, separate the different functions of the job to answer all the questions completely.
- Resumes or referral to the application or other questionnaire responses will not be accepted in lieu of completing each question.
- If you have no experience, write "no experience" for the appropriate question.
- For many individuals, it is more efficient to develop responses to the supplemental questions in a word processing document and then paste them into the final document to be submitted. Changes or corrections to your Supplemental Questionnaire cannot be made once your application packet has been submitted.
- If the Supplemental Questionnaire is used in the Formula Rate exam, failure to complete all of the questions or incomplete responses will result in a lower score. While scoring the Supplemental Questionnaire, the candidate's application and/or attachments will not be reviewed, therefore, a candidate's responses to the questions should be accurate, thorough, detailed, and complete.

FORMULA RATE EXAMINATION (Weighted 100%)

All candidates meeting the minimum qualifications by the cut-off date will have their Supplemental Questionnaire scored in the Formula Rate Examination.

This examination will evaluate the relevance, level, recency, progression and quality of candidate's education, training and experience. The candidate's application or other materials will not be included in this examination. Therefore, the candidate's responses to the supplemental questionnaire should be thorough, detailed and complete. The score from the Formula Rate Examination will determine the ranking on the eligible/employment list for this job.

All candidates competing in the testing process will receive written notice of their examination results by email. Notices can also be accessed in their governmentjobs.com inbox. Applicants achieving a passing score will be placed on the eligible list in rank order. The rank is determined by the test score attained from the examination.

FREQUENTLY ASKED QUESTIONS

Click [here](#) for Frequently Asked Questions (FAQ's)

[For information regarding County jobs:](#)

- www.saccountyjobs.net

Agency

County of Sacramento

Address

700 H Street, Room 4667

Sacramento, California, 95814

Phone

(916) 874-5593

Website

<http://www.saccountyjobs.net>