



STATE OF COLORADO  
invites applications for the position of:

# Division Director - Air Pollution Control Division - 00758

This announcement is not governed by the selection processes of the classified personnel system. Applications will be considered from residents and non-residents of Colorado.

**CLASS TITLE:** MANAGEMENT

**LOCATION:** Denver, Colorado

**PRIMARY PHYSICAL WORK ADDRESS:** 4300 Cherry Creek Drive South, Denver, CO 80246

**SALARY:** \$9,000.00 - \$12,000.00 Monthly  
\$108,000.00 - \$144,000.00 Annually

**SALARY NOTE:** Although the full salary range for this position is provided, appointments are typically made at or near the range minimum.

**FLSA STATUS:** Exempt; position is not eligible for overtime compensation.

**OPENING DATE:** 11/29/16

**CLOSING DATE:** 12/15/16 11:59 PM

**JOB TYPE:** Full Time

**DEPARTMENT INFORMATION:**



**COLORADO**  
Department of Public  
Health & Environment

**This announcement will remain open until December 15, 2016, or until we have identified an adequate applicant pool, whichever occurs first. As such, applicants are encouraged to submit applications early.**

**Make a real difference . . .**

Do you have a passion and drive to apply your talent to create a better Colorado? Are you looking for a career that provides you with opportunities to improve the world around you? The Colorado Department of Public Health and Environment (CDPHE) is seeking diverse individuals from all backgrounds to apply for a fantastic position that makes a direct impact on improving the lives of Colorado citizens. Our mission is to protect and improve the health of Colorado's people and the quality of its environment.

If your goal is to build a career that makes a difference, consider joining the dedicated people of

the Colorado Department of Public Health and Environment. Our tobacco-free campus offers free parking and is conveniently located near RTD bus lines, the Cherry Creek Shopping Center, Glendale City Set, and the Cherry Creek bike path. In addition to a great location and rewarding, meaningful work, we offer:

- Employee wellness programs and facilities
- Extensive internal professional development opportunities on a wide variety of subjects
- Bike to work programs, including access to storage lockers and bike racks
- Distinctive career advancement opportunities throughout the State system
- Strong, yet flexible [retirement benefits](#) including a choice of the PERA Defined Benefit Plan or the PERA Defined Contribution Plan, plus optional 401K and 457 plans
- [Medical and dental health plans](#)
- Paid life insurance
- Short- and long-term disability coverage
- 10 paid holidays per year plus generous personal time off
- Mentoring program with opportunities for mentors and mentees
- Tuition assistance for college level courses including Masters degree programs
- Excellent work-life programs, such as flexible schedules, and
- A variety of employee resource groups

We are committed to increasing the diversity of our staff and providing culturally responsive programs and services. Therefore, we encourage responses from people of diverse backgrounds and abilities.

Some positions may qualify for the Public Service Loan Forgiveness Program. For more information, go to: <http://www.tqslc.org/borrowers/public-service/>

#### **DESCRIPTION OF JOB:**

About the Division

The Air Pollution Control Division (APCD), a division within the Colorado Department of Public Health and Environment is the agency delegated authority to implement the federal Clean Air Act and is responsible for the protection and improvement of air quality in Colorado. The work of the Air Pollution Control Division is highly complex and critical to the health and safety of the citizens of Colorado and for the protection of the state's environment.

What You'll Be Doing:

This position oversees all policy and management issues for one of the highest profile divisions with the Colorado Department of Public Health and Environment and has overall responsibility for the implementation of the Clean Air Act. The Division consists of an annual budget of \$26M, 175 employees and 7 major programs (Administrative Services, Planning and Policy, Mobile Sources, Technical Services, Stationary Sources, Compliance and Enforcement and the Indoor Air Program). Duties for this position include but are not limited to: strategic and budgetary management, planning and policy direction, stakeholder relations, customer service and analysis/development of efficiency and effectiveness outcome measures.

#### **MINIMUM QUALIFICATIONS, SUBSTITUTIONS, CONDITIONS OF EMPLOYMENT & APPEAL RIGHTS:**

##### Minimum Qualifications

Graduation from an accredited college or university with a bachelor's degree in engineering, environmental sciences, environmental law, public administration or closely related field

AND

Six years of progressively responsible professional experience in environmental compliance particularly related to air quality programs.

**This experience must be substantiated within the Work Experience section of your application. "See Resume" will not be accepted. In addition, part-time work will be prorated.**

##### Substitutions

- If a candidate does not have a bachelor's degree, he or she may substitute professional work experience in environmental protection for the bachelor's degree on a year-for-year basis.
- If a candidate does not have a bachelor's degree in one of the required fields, but has a master's or doctorate degree in engineering, environmental sciences, environmental law or public administration, he or she may use his or her master's degree to substitute for the bachelor's degree.

**A copy of your transcripts must be submitted at the time of application. Unofficial transcripts are acceptable.**

#### Preferred Qualifications and Essential Competencies

The preferred experience, competencies and abilities are highly desirable for this position and will be considered in selecting the successful candidate:

- 2+ years managing a large multiple level organization through subordinate level staff
- 2+ years of professional public or business administration which included establishing organizational structure, developing strategic work plans, budget development and control, setting goals and objectives to achieve program results and fostering a team environment.
- Juris Doctorate
- Master's or doctorate degree in engineering, environmental sciences, environmental law or public administration
- Knowledge of state and federal agencies and local public health agencies' responsibilities related to air pollution control
- Principle and practices of environmental compliance and protection, particularly in the areas of air pollution control
- Proven experience in budget, financial and contract management
- Proven experience managing a staff with diverse professional experience and qualifications
- Proven experience in policy analysis, development and implementation
- Excellent interpersonal, communication and public speaking skills
- Ability to problem solve and execute decisions
- Excellent leadership, supervisory and team building skills
- Ability to work in a complex political environment
- Excellent negotiation and consensus building skills
- Ability to hire and retain quality leaders and managers
- Excellent evaluation skills with experience in LEAN or other quality improvement process.

#### Conditions of Employment

- Must possess and maintain (or willing to obtain/maintain) a valid Colorado driver's license
- Must maintain ability and willingness to independently travel approximately 10% of the time. Travel is throughout the state to attend APCD hearings, meetings with local environmental health organizations, citizen and community groups. Out-of-State travel may be required to attend national professional organizational meetings.
- A pre-employment criminal background check will be conducted as part of the selection process. Felony convictions or conviction of crimes of moral turpitude or convictions of misdemeanors related to job duties may disqualify you from being considered for this position. Should your background check reveal any charges and convictions, it is your responsibility to provide the Colorado Department of Public Health and Environment Human Resources office with an official disposition of any charges.
- On Call Status: Must be willing to be on-call in the event of an emergency (e.g. bio-terrorist attack, chemical attack, disease outbreak, or all hazards) and be required to report to work immediately at the regular or alternate location. During this time, travel restrictions may be in place.
- On Call Status: Must be willing to be on-call in the event the activation of the Continuity of Operations Plan (COOP) and be required to report to work immediately at the regular or alternate location. During this time, travel restrictions may be in place.

#### **SUPPLEMENTAL INFORMATION:**

**Applicant Checklist:** The following must be submitted by the application deadline.

1. A completed State of Colorado application submitted online via governmentjobs.com
2. A cover letter that describes how your experience aligns with the minimum and preferred qualifications of this position. Cover letters must be uploaded as an attachment to your governmentjobs.com application. Cover letters will not be accepted after the closing date and time of the announcement.

**The Selection Process:** Applicants will be notified at each step in the selection process via email. Emails will come from info@governmentjobs.com.

1. All applications that are received by the closing of this announcement will be reviewed against the Minimum Qualifications in this announcement. Candidates who meet the minimum qualifications proceed to the next step.
2. Colorado Revised Statutes require that state employees are hired and promoted based on merit and fitness through a comparative analysis process.
  - Part of, or all of, the comparative analysis for this position may be a structured application review, which involves a review of the information you submit in your application materials by Subject Matter Experts (SMEs) against the preferred qualifications.
3. A top group, up to six candidates, will be invited to schedule an interview with the hiring manager.

**Appeal Rights:** If you receive notice that you have been eliminated from consideration for the position, you may protest the action by filing an appeal with the State Personnel Board/State Personnel Director within 10 days from the date you receive notice of the elimination. Also, if you wish to challenge the selection and comparative analysis process, you may file an appeal with the State Personnel Board/State Personnel Director within 10 days from the receipt of notice or knowledge of the action you are challenging. Refer to Chapters 4 and 8 of the State Personnel Board Rules and Personnel Director's Administrative Procedures, 4 CCR 801, for more information about the appeals process. The State Personnel Board Rules and Personnel Director's Administrative Procedures are available at [www.colorado.gov/spb](http://www.colorado.gov/spb). A standard appeal form is available at: [www.colorado.gov/spb](http://www.colorado.gov/spb). If you appeal, your appeal must be submitted in writing on the official appeal form, signed by you or representative, and received at the following address within 10 days of your receipt of notice or knowledge of the action: Colorado State Personnel Board/State Personnel Director, Attn: Appeals Processing, 1525 Sherman Street, 4th Floor, Denver, CO 80203. Fax: 303-866-5038. Phone: 303-866-3300. The ten-day deadline and these appeal procedures also apply to all charges of discrimination.

**HOW TO APPLY:** Thank you for your interest. Submit an on-line application by clicking the link below or submit a State of Colorado Application for Announced Vacancy and all supplemental questions according to the instructions provided below. Failure to submit a complete and timely application may result in the rejection of your application. Applicants are responsible for ensuring that application materials are received by the appropriate Human Resources office before the closing date and time listed above.

**IF NOT APPLYING ON-LINE, SUBMIT APPLICATION TO:**

N/A

**DEPARTMENT CONTACT INFORMATION:**

Jennifer Orth, [jennifer.orth@state.co.us](mailto:jennifer.orth@state.co.us)

**METHODS OF APPOINTMENT:** Appointment to the vacancy or vacancies represented by this announcement is expected to be from the eligible list created. However, at the discretion of the appointing authority, the position(s) may be filled by another method of appointment for a valid articulated business reason.

THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.

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### Division Director - Air Pollution Control Division - 00758 Supplemental Questionnaire

- \* 1. CDPHE-Do you possess and are you willing to maintain a valid Colorado Driver's License as required by this position?  
 Yes    No
- \* 2. Are you willing and able to maintain the ability to travel up to 10% of the time?  
 Yes    No
- \* 3. CDPHE-A pre-employment criminal background check will be conducted as part of the selection process. Felony convictions or conviction of crimes of moral turpitude or convictions of misdemeanors related to job duties may disqualify you from being considered for this position. Should your background check reveal any charges and convictions, it is your responsibility to provide the Colorado Department of Public Health and Environment Human Resources office with an official disposition of any charges. As a condition of employment, are you willing and able to submit to a background check if offered the position.  
 Yes    No
- \* 4. CDPHE--This position requires On-Call Status: As condition of employment, candidates must be willing to be on-call in the event of an **emergency**, (e.g., bio-terrorist attack, chemical attack, disease outbreak or all hazards) and be required to report to work immediately at the regular or alternate location. During this time, travel restrictions may be in place. Are you willing and able to comply with this requirement?  
 Yes    No
- \* 5. CDPHE--COOP: This position requires On-Call Status as condition of employment, candidates must be willing to be on-call in the event of the activation of the **Continuity of Operations Plan (COOP)** and be required to report to work immediately at the regular or alternate location. During this time, travel restrictions may be in place. Are you willing and able to comply with this requirement?  
 Yes    No
- \* Required Question