

## Job Title: TECHNICAL ADVISOR II

Requisition ID **35794** - Posted **03/28/2024** - (Springfield - 1021 N Grand Ave E)  
(Environmental & Natural Resources) - **Central Region** - (Sangamon)

**Agency** : Environmental Protection Agency

**Closing Date/Time**: 04/11/2024

**Salary**: Anticipated Starting Salary \$5,901.00/Month, CBA Language Applies-Full Range  
\$5,901-\$8,825 Monthly

**Job Type**: Salaried

**County**: Sangamon

**Number of Vacancies**: 2

**Plan/BU**: RC010

**This position is a union position; therefore, provisions of the relevant collective bargaining agreement/labor contract apply to the filling of this position.**

**All applicants who want to be considered for this position MUST apply electronically through the [illinois.jobs2web.com](https://illinois.jobs2web.com) website. State of Illinois employees should click the link near the top left to apply through the SuccessFactors employee career portal.**

**Applications submitted via email or any paper manner (mail, fax, hand delivery) will not be considered.**

**Posting Identification Number 35794**

**Upload a copy of your official college transcripts, degree certificate(s) and Illinois Law License (applicable) in the additional documents portion of the job requisition**

### Position Overview

The Illinois Environmental Protection Agency (IEPA), Division of Legal Counsel (DLC), is seeking to hire a Technical Advisor II to serve in the area of Bureau of Air (BOA), Regulatory Development & Appeals. This position performs technical and legal work of a general nature, involving the promulgation of rules for, and providing legal counsel to, the Illinois EPA's BOA. The ideal candidate will have experience in conducting administrative hearings, legal hearings, and litigating matters before administrative tribunals.

The benefits of working at the EPA include a 37 ½ hour work week, a generous salary and benefits package (paid time off for vacation, sick or personal leave, holidays), pension and other retirement benefits, tuition reimbursement, and insurance eligibility on day one (medical, dental, vision, and life). We invite all qualified candidates to apply.

### Essential Functions

#### **1. Drafts regulatory proposals and assists in the preparation of these proposals for the Bureau of Air (BOA), Legal Counsel;**

- Prepares necessary motions
- Prepares witnesses
- Represents Agency position on regulatory proposals presented by other persons
- Travels to conference and hearings in Illinois
- 2. Represents the Agency in permit appeals
- Compiles the Agency's record of decision
- Prepares all necessary motions
- Schedules and prepares witnesses to be used at any administrative hearing
- Negotiates appropriate settlement term, if any, and prepares of any post hearing motions or briefs.
- 3. Represents the Agency in variance and adjusted standard matters;

- Prepares the Agency's recommendation to the Pollution Control Board (PCB) as the Agency's suggest disposition
- Prepares all necessary motions • Schedules and prepares witnesses to be used at any administrative hearing
- Negotiates appropriate settlement terms, if any, and prepares any post hearing motions or briefs.
- 4. Assists in bringing enforcement actions against violators of the Environmental Protection Act (Act) and Rules and Regulations of the Pollution Control Board (PCB);
- Drafts enforcement referrals
- Gathers evidence to prove violations, working with the Office of the Attorney General (OAG)
- Takes part in settlement negotiations
- Responds to all necessary correspondence and follows up on any judicial or Pollution Control Board Orders
- Attends compliance conferences
- Drafts compliance agreements
- Sends notices and responds to necessary correspondence regarding violators of the Environmental Protection Act (Act) and Pollution Control Board regulations
- Prepares and maintains monthly reports and updates on all assigned enforcement cases, variances, permit appeals, regulatory matters and other activities.
- 5. Prepares legal Memoranda in response to requests for legal opinions, advice, or information from the Bureau of Air and Division of Legal Counsel management.
- 6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

### **Minimum Qualifications**

1. Requires graduation from a recognized law school.
2. Requires possession of a valid license to practice law in Illinois.

### **Preferred Qualifications**

1. Prefers working knowledge of judicial and quasi-judicial procedures and rules of evidence.
2. Prefers working knowledge of the common law and the provisions of state and federal laws relating to administrative and regulatory functions.
3. Prefers ability to maintain satisfactory public contacts and working relationships with others.
4. Prefers ability to exercise sound judgment in appraising and evaluating problems of a procedural nature.
5. Prefers ability to use expediently all primary and secondary legal source materials, to analyze all legal documents and instruments and to prepare, conduct and report formal or informal administrative hearings.
6. Prefers skill and ability in analyzing, appraising, and organizing facts, evidence and precedents and in presenting such material, involving a moderately complex problem, in clear and logical form in written media as briefs, memoranda, summarizations, research reports or regulations.

### **Condition of Employment**

1. Requires possession of the appropriate valid driver's license
2. Requires the ability to travel
3. Requires ability to pass a name-based background check

**Work Hours:** 8:30-5 Mon-Fri

**Work Location:** 1021 North Grand Avenue East, Springfield, IL 62702

### **Agency Contact:**

Kathy Taylor

Email: Kathy.Taylor@illinois.gov

Phone #:217-785-1745

**Posting Group:** Environmental & Natural Resources

This position [DOES NOT] contain “Specialized Skills” (as that term is used in CBAs).

*The IEPA does not provide sponsorship for employment visa status (e.g. H-1B visa status). To be considered for permanent IEPA employment, applicants must be currently authorized to work in the United States on a full-time basis.*

**Revolving Door:** *“Certain provisions of the revolving door restrictions contained in 5 ILCS 430/5-45 apply to this position. As a result, the employee should be aware that if offered non-State employment during State employment or within one year immediately after ending State employment, the employee shall, prior to accepting any such non-State employment offer, notify the Office of the Executive Inspector General for the Agencies of the Illinois Governor (“OEIG”), and seek a revolving door determination from the OEIG, or may be subject to a fine.”*

**Agency Statement:** The mission of the Illinois Environmental Protection Agency (IEPA) is to safeguard environmental quality, consistent with the social and economic needs of the State of Illinois, so as to protect health, welfare, property and the quality of life. IEPA works to safeguard the states natural resources from pollution to provide a healthy environment for its citizens. By partnering with businesses, local governments and citizens, IEPA is dedicated to continued protection of the air we breathe and our water and land resources.

**APPLICATION INSTRUCTIONS**

Use the “Apply” button at the top right or bottom right of this posting to begin the application process. If you are not already signed in, you will be prompted to do so.

State employees should sign in to the career portal for State of Illinois employees – a link is available at the top left of the [Illinois.jobs2web.com](https://illinois.jobs2web.com) homepage in the blue ribbon.

Non-State employees should log in on the using the “View Profile” link in the top right of the [Illinois.jobs2web.com](https://illinois.jobs2web.com) homepage in the blue ribbon. If you have never before signed in, you will be prompted to create an account.

If you have questions about how to apply, please see the following resources:

State employees: Log in to the [career portal](#) for State employees and review the [Internal Candidate Application Job Aid](#)

Non-State employees: on [Illinois.jobs2web.com](https://illinois.jobs2web.com) – click “Application Procedures” in the footer of every page of the website.

The main form of communication will be through email. Please check your “junk mail”, “spam”, or “other” folder for communication(s) regarding any submitted application(s). You may receive emails from the following addresses:

- donotreply@SIL-P1.ns2cloud.com
- systems@SIL-P1.ns2cloud.com