

# Job Title: SENIOR PUBLIC SERVICE ADMINISTRATOR, Opt 8L (Deputy General Counsel Air Enforcement)

Requisition ID **20611** - Posted **02/28/2023** - (Springfield - 1021 E North Grand Ave)  
(Legal and Compliance; Administration/Management) - **Central Region** - (Sangamon)

Agency: Environmental Protection Agency  
Closing Date/Time: 03/31/2023  
Salary: \$8,500.00-\$9,667.00 Monthly  
Job Type: Salaried Full Time  
County: Sangamon  
Number of Vacancies: 1  
Plan/BU: Term Appointment Gubernatorial (Management Bill) 000

**\*\*\*\*A RESUME IS REQUIRED FOR THIS JOB POSTING\*\*\*\***

Please attach a DETAILED Resume/Curriculum Vitae (CV), a copy of your transcripts or diploma for all degrees earned, and a copy of any applicable professional licensures to the MY DOCUMENTS section of your application. Please note that the Environmental Protection Agency must verify proof of higher education for any degree earned (if applicable) before any offer can be extended. You WILL NOT be considered for the position if you attach a CMS100, CMS100b or any other document in lieu of a Resume or CV.

## Position Overview

The Illinois Environmental Protection Agency ("Illinois EPA") is seeking a highly qualified individual with a license to practice law in Illinois and a strong background in the Illinois Environmental Protection Act ("Act") and associated regulations related to Air Pollution Control to serve as Deputy General Counsel under the direction of the Chief Legal Counsel. The successful candidate will manage the Illinois EPA's Division of Legal Counsel's Bureau of Air Enforcement Unit ("BOA Enforcement Unit") as it provides legal counsel to the Illinois EPA's Bureau of Air ("BOA"). This individual will direct attorneys in the BOA Enforcement Unit as they develop and oversee enforcement actions on behalf of BOA and provides legal counsel to BOA on permitting actions and permits. The successful candidate will manage attorneys in the BOA Enforcement Unit as they work with BOA staff, attorneys with the Illinois Office of the Attorney General and other governmental entities, and regulated entities to ensure compliance with the Act and associated regulation, and in the review of permits and permit applications. This individual will provide legal counsel to BOA and Illinois EPA management on a variety of air pollution control issues. We invite all qualified candidates to apply.

## Job Responsibilities

### 30% 1. Serves as full-line supervisor;

- Assigns and reviews work
- Provides guidance and training to assigned staff
- Counsels staff regarding work performance
- Reassigns staff to meet day-to-day operating needs
- Establishes annual goals and objectives
- Approves time off
- Adjusts first level grievances
- Effectively recommends and imposes discipline up to and including discharge
- Prepares and signs performance evaluations
- Determines and recommends staffing needs

### (Job Responsibilities continued)

**30% 2. Serves as the Deputy General Counsel for the Bureau of Air Enforcement (BOA) and primary contact with the Office of the Attorney General and agency technical staff such as engineers, biologists, geologists, etc. within the agency in analyzing environmental compliance issues in the presentation and settlement of Bureau of Air (BOA) cases before state and federal courts and the Illinois Pollution Control Board.**

- Serves as the contact person with the U.S. Environmental Protection Agency, Office of the Attorney General, agency technical staff, permit applicants and outside entities in developing, interpreting, and drafting various air pollution control permits issued by the BOA cases before federal courts, US EPA appeal boards, and the Illinois Pollution Control Board.

**15% 3. Assists the Chief Legal Counsel in coordinating Agency BOA programs with other state and federal agencies; including those programs that have been delegated to the Agency by the US EPA or involve US EPA oversight;**

- Represents the Agency in litigation in state and federal courts where the Attorney General has chosen not to represent the Agency
- Travels in performance of duties.

**(Job Responsibilities continued)**

**15% 4. Provides advice and consultation for the overall enforcement and compliance strategy for BOA policy decisions regarding Agency involvement with the public and regulated community and other matters of administration, organization and policies and procedures.**

- Oversee the preparation of legal memorandum and provides expertise in the area of legal interpretation for the BOA Enforcement Unit and BOA.

**5% 5. Confers with members of the public, legislative and special interest groups concerning the interpretation and applicability of statutes and rules.**

**5% 6. Performs other duties as required or assigned, which are reasonably within the scope of the duties enumerated above.**

**Minimum Qualifications**

1. Requires prior experience equivalent to four years of progressively responsible administrative law experience related to environmental law, regulations and compliance.
2. Requires graduation from an accredited law school.
3. Requires the possession of a license to practice law in Illinois.

**Preferred Qualifications (In Order of Significance)**

1. At least (3) three years' experience working with the provisions of the Illinois Environmental Protection Act and Illinois Pollution Control Board's ("Illinois PCB") regulations pertaining to Air Pollution Control
2. At least (3) three years' experience working with the provisions of the Clean Air Act and associated regulations
3. At least (2) two years' experience representing parties in permitting actions involving environmental statutes and regulations
4. At least (2) two years' experience working with regulatory agencies and outside entities in resolving compliance issues and interpreting, developing, drafting and defending permits involving environmental statutes and regulations
5. At least (2) two years' experience representing parties in enforcement actions involving violations of environmental statutes and regulations
6. At least (2) two years' experience working with regulatory agencies and outside entities in resolving compliance issues involving environmental statutes and regulations
7. At least (2) two years' experience working with both attorneys and non-attorneys such as engineers, biologists, geologists, etc. within your organization in analyzing environmental compliance issues and developing solutions to those issues.
8. At least (4) four years' experience practicing law in front of administrative bodies and Courts of Law
9. At least (2) two years' supervisory experience in an office setting

**Conditions of Employment**

1. Requires a valid & current driver's license
2. Requires ability to pass a background check
3. Requires ability to work at various times outside of normal office hours to meet deadlines
4. Requires ability to travel occasionally

Work Hours: 8:30-5 Mon-Fri

Work Location: 1021 E North Grand Ave Springfield, IL 62702-4059

Agency Contact:

Kathy Taylor  
Email: Kathy.Taylor@Illinois.gov  
Phone #:217-785-1745  
Job Function: Legal and Compliance; Administration/Management

**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.

**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") or may be subject to a fine.

**Term Appointment:**

Candidates hired into a term position shall be appointed for a term of 4 years and are subject to a probationary period. The term may be renewed for successive four-year terms at the Director of the Environmental Protection Agency's discretion.

*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.*