

Job Title: TECHNICAL ADVISOR II - 4525200

Requisition ID **26819** - Posted **04/26/2023** - (Springfield - 1021 North Grand Avenue East)
(Legal, Audit & Compliance; Environmental & Natural Resources) - **Central Region** - (Sangamon)

Agency : Environmental Protection Agency

Closing Date/Time: 05/10/2023

Salary: \$5,536.00-\$8,279.00 Monthly CBA Language Applies

Job Type: Salaried Full Time

County: Sangamon

Number of Vacancies: 1

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 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 26819

*****Please upload a copy of your official/unofficial transcripts for all degrees earned, and a copy of any applicable professional licenses (Illinois Law License) you possess to the MY DOCUMENTS section of your application. *****
Note: The Illinois Environmental Protection Agency must verify and have proof of higher education and coursework (if applicable) for any degree earned before any offer can be extended.

Answer all questions thoroughly-DO NOT STATE SEE RESUME

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 Land (BOL)-Enforcement. This position performs technical and legal work of a general nature, providing legal counsel to the BOL in support of its civil enforcement program under the Illinois Environmental Protection Act and associated regulations. 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.

Job Responsibilities

40% 1. Conducts enforcement actions against violators of the Environmental Protection Act (Act) and Rules and Regulations of the Pollution Control Board (PCB) for the Bureau of Land (BOL), Enforcement Unit, Legal Counsel;

- Drafts enforcement referrals
- Gathers evidence to prove violations, working with the Office of the Attorney General (OAG)
- Participates in settlement negotiations
- Responds to all necessary correspondence
- Follows up on any judicial or PCB orders

- Attends and participates in compliance programs for violators of the Environmental Protraction Act and Pollution Control Board regulations including attending compliance conferences, drafting compliance agreements, sending notices, and responding to necessary correspondence
- Travels to attend conferences and hearings in Illinois
- Prepares and maintains monthly reports, updates on all assigned enforcement cases, variances, permit appeals, regulatory matters, and other activities

35% 2. Represents the Agency in permit appeals;

- Oversees the compilation of the Agency's record of decision
- Prepares all necessary motions
- Schedules and prepares witnesses to be used at specialized administrative hearings
- Represents the Agency at such hearings
- Negotiates appropriate settlement terms, if any and prepares any post hearing motions or briefs

(Job Responsibilities continued)**15% 3. Conducts specialized legal work;**

- Drafts regulatory proposals as needed by BOL
- Assists in the preparation of these proposals
- Prepares necessary motions
- Prepares witnesses
- Represents the Agency at hearings on the proposal
- Presents the Agency's position of regulatory proposals presented by other persons and counsels' personnel on responses

05% 4. Prepares legal Memoranda in response to requests for legal opinions, advice or information from the Bureau of Land and Division of Legal Counsel management.**05% 5. 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 (In Order of Significance)

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.

Conditions of Employment

1. Require possession of a valid appropriate 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 E North Grand Ave Springfield, IL 62702-4059

Agency Contact:

Kathy Taylor

Kathy.Taylor@Illinois.gov

(217)785-1745

Job Family: Legal, Audit & Compliance; 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 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 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 – 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