

# 9922 Environmental Associate

## Residential Zero Waste Associate

Recruitment #PEX-9922-076380

<b>DEPARTMENT</b>	Environment
<b>ANALYST</b>	Preston Treichel
<b>DATE OPENED</b>	4/18/2017 8:15:00 AM
<b>FILING DEADLINE</b>	4/28/2017 5:00:00 PM
<b>SALARY</b>	\$21.05 - \$21.05/hour; \$3,649.00 - \$3,649.00/month; \$43,784.00 - \$43,784.00/year
<b>JOB TYPE</b>	Permanent Exempt
<b>EMPLOYMENT TYPE</b>	Full-Time

### INTRODUCTION

#### Residential Zero Waste Associate

San Francisco Department of Environment

9922 – Environmental Associate



**SF Environment**

**Our home. Our city. Our planet.**

Are you interested in recycling, composting and getting the City's residents to zero waste? Do you have a passion for environmental issues? If so, we invite you to take advantage of an opportunity to use your skills to build a better future for San Francisco residents. The San Francisco Department of

Environment is a great place to work and offers an attractive benefits package, including healthcare and retirement options.

**Department Background:**

The mission of the City and County of San Francisco Department of the Environment (SF Environment) is to improve, enhance, and preserve the environment, and to promote San Francisco's long-term environmental sustainability. SF Environment includes: Zero Waste, Toxics Reduction, Environmental Justice, Clean Air Transportation, Climate Change, Energy, Green Building, Urban Forest and Public Information Programs.

**Position Description:**

The Associate will assist the Residential and Special Project Zero Waste Coordinator and the Assistant Coordinator in performing professional level work implementing the Mandatory Recycling and Composting Ordinance in the multi-family, and single family residential sectors. The Residential and Special Projects Zero Waste Associate will report directly to the Residential and Special Projects Zero Waste Assistant Coordinator.

**Examples of Important and Essential Duties:**

*According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.*

- Implementing, coordinating, monitoring and improving waste prevention and zero waste programs in the residential sector
- Working with refuse service providers, apartment buildings, nonprofits and community groups
- Presenting information to the public, and responding to inquiries and complaints from the public
- Conducting on-site waste assessments of apartments to assist property managers in implementing composting, increasing recycling and reducing landfill
- Train and monitor event producers and venues to be compliant with the Mandatory Recycling and Composting Ordinance and other zero waste requirements
- Developing and disseminating program outreach including maintaining web information and material directories
- Administrative support for the Zero Waste Grant Program
- Researching, analyzing, preparing reports, and responding to surveys and other requests
- Studying, monitoring and assisting with policy initiatives
- Providing administrative support and performing other tasks as requested or required by the program

## MINIMUM QUALIFICATIONS

**Training/Education:**

Bachelors degree from a recognized college or university.

**Substitution:**

Verifiable professional work experience performing duties equivalent to those of City and County of San Francisco Class 9922 Environmental Associate may substitute for education requirements on a year-to-year basis.

**Desirable Qualifications:**

1. Knowledge of environmental and zero waste principles and issues
2. Excellent speaking, writing, interpersonal communication, researching, organizational and project management skills
3. Responsible, motivated, and able to work independently and in a team
4. Familiarity with Microsoft Office Suite including Excel and PowerPoint, database management and internet proficiency
5. Experience in public speaking, conducting trainings or presentations
6. Strong project management and communication skills
7. Familiarity with San Francisco
8. Fluency in other languages used commonly in San Francisco

## HOW TO APPLY

Applications for City and County of San Francisco jobs are **only** accepted through an online process. Visit [www.jobaps.com/sf](http://www.jobaps.com/sf) to register an account (if you have not already done so) and begin the application process.

1. Select the desired job announcement
2. Select "Apply" and read and acknowledge the information
3. Select either "I am a New User" if you have not previously registered, or "I have Registered Previously"
4. Follow instructions on the screen

Computers are available for the public (from 8:00 a.m. to 5:00 p.m. Monday through Friday) to file online applications in the lobby of the Dept. of Human Resources at 1 South Van Ness Avenue, 4th Floor, San Francisco.

Applicants may be contacted by email about this announcement and, therefore, it is their responsibility to ensure that their registered email address is accurate and kept up-to-date. Also, applicants must ensure that email from CCSF is not blocked on their computer by a spam filter. To prevent blocking, applicants should set up their email to accept CCSF mail from the following addresses (@sfgov.org, @sfdpw.org, @sfport.com, @flysfo.com, @sfwater.org, @sfdph.org, @asianart.org, @sfmta.com, @sfpl.org, @dcyf.org, @first5sf.org).

Applicants will receive a confirmation email that their online application was received in response to every announcement for which they file. Applicants should retain this confirmation email for their records. Failure to receive this email means that the online application was not submitted or received.

All work experience, education, training and other information substantiating how you meet the minimum qualifications must be included on your application by the filing deadline. Information submitted after the filing deadline will not be considered in determining whether you meet the minimum qualifications. Applications completed improperly may be cause for ineligibility, disqualification or may lead to lower scores.

Please email Preston Treichel, Senior Human Resources Consultant, at [Preston.Treichel@sfgov.org](mailto:Preston.Treichel@sfgov.org) should you have questions about the application process. For questions regarding the status of your application or the selection process, please refer to the 'Timeline' section under the Selection Procedures heading.

## SELECTION PROCEDURES

### **Timeline:**

Online application filing deadline will conclude at 5pm on Friday, April 28th, 2017. Due to the volume of inquiries we receive, we are unable to give application status updates. While we are not able to reach out to every applicant, the hiring manager will contact you directly after the filing deadline if your skills and experiences are a strong match for the position.

The selection process will include an evaluation of applications and an assessment of candidates' relative job-related knowledge, skills and abilities. Only those applicants most closely meeting the needs of the Department will be invited to participate in the interview selection process. Applicants meeting the minimum qualifications are not guaranteed advancement to the interview.

## CONVICTION HISTORY

As a *finalist* for a job, you will be fingerprinted, and your fingerprints will be sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). The resulting report of your conviction history (if any) will be used to determine whether the nature of your conviction (or arrest, in limited circumstances) conflicts with the specific duties and responsibilities of the job for which you are a *finalist*. If a conflict exists, you will be asked to present any evidence of rehabilitation that may mitigate the conflict, except when federal or state regulations bar employment in specific circumstances, such as:

- Candidates applying for positions with the Unified School District and the Community College District may be disqualified from consideration should their conviction history not meet the standards established under the California Education Code.
- Candidates applying for positions with the Recreation and Park Department may be disqualified from consideration should their conviction history not meet the standards established under California Public Resources Code 5164.

*Having a conviction history does not automatically preclude you from a job with the City.*

If you are selected as a finalist, the hiring department will contact you to schedule a fingerprinting appointment.

## DISASTER SERVICE WORKERS

All City & County of San Francisco employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

## CONCLUSION

1. Your application must include details on all experience, education, training and other information that qualifies you for this recruitment. Failure to submit a complete and accurate application at the time of filing may result in your ineligibility for this recruitment or inability to receive full credit for scoring purposes. Any new information concerning work experience, education, training and other information that is submitted after the filing deadline may not be used to determine whether you meet the minimum qualifications.
2. **Verification:** Applicants may be required to submit verification of qualifying education and experience at any point during the recruitment and selection process. If education verification is required, information on how to verify education requirements, including verifying foreign education credits or degree equivalency, can be found at <http://sfdhr.org/index.aspx?page=456>. Falsifying one's education, training, or work experience or attempted deception on the application may result in disqualification for this and future job opportunities with the City and County of San Francisco.
3. Applicants with disabilities who meet the minimum eligibility requirements for this job announcement can find information on requesting a reasonable ADA Accommodation at web URL: <http://www.sfdhr.org/index.aspx?page=20#applicantswithdisabilities>

4. Applicants are advised to keep copies of all documents submitted. Submitted documents become a permanent part of the exam record and will not be returned. The hiring department may require applicants to present additional material at the time of appointment and/or at a later date.

5. For general information concerning City and County of San Francisco employment policies and procedures, please refer to this web URL: <http://www.sfdhr.org/index.aspx?page=20>

6. For Right to Work policy, please refer to this web URL: <http://www.sfdhr.org/index.aspx?page=20#identification>

7. Terms of Announcement: Applicants must be guided solely by the provisions of this announcement, including requirements, time periods and other particulars, except when superseded by federal, state or local laws, rules or regulations. Clerical errors may be corrected by the posting the correction on the Department of Human Resources website at [www.jobaps.com/sf](http://www.jobaps.com/sf).

ISSUED: APRIL 18, 2017  
MICKI CALLAHAN, HUMAN RESOURCES DIRECTOR  
DEPARTMENT OF HUMAN RESOURCES  
ANNOUNCEMENT NO: PEX-9922-076380  
DHR/PT/415-557-4908

## BENEFITS

All employees hired on or after January 10, 2009 will be required (pursuant to San Francisco Charter Section A8.432) to contribute 2% of pre-tax compensation to fund retiree healthcare. In addition, most employees are required to make a member contribution towards retirement, ranging from 7.5%-13.25% of compensation. For more information on these provisions, please contact the personnel office of the hiring agency.

[For more information about benefits, please click here.](#)

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