



State of Washington Environmental Services- Program Specialist 2

SALARY	\$3,752.00 - \$5,011.00 Monthly \$45,024.00 - \$60,132.00 Annually	LOCATION	Thurston County – Lacey, WA
JOB TYPE	Full Time - Permanent	JOB NUMBER	2025-05719
DEPARTMENT	Parks and Recreation Commission	OPENING DATE	08/21/2025
CLOSING DATE	9/1/2025 11:55 PM Pacific	SALARY INFORMATION	The high end of the salary range, Step M is typically a longevity step

Description



Come Join Us!

Washington State Parks and Recreation Commission

Job Title: Environmental Services- Program Specialist 2

Location: Lacey, WA

Closes: Sept 1st, 2025, at 11:55 p.m. PST or when we reach the maximum number of applications, it is in your best interest to apply as soon as possible.

Position Status: Permanent full-time.

The Washington State Parks and Recreation Commission is seeking an experienced, organized **Program Specialist 2** (PS2) to work within our Environmental Services program at our headquarters building located in Lacey, WA. This position supports the State Parks mission by planning, organizing, and overseeing varied and extensive projects as they relate to environmental regulation and compliance.

In this role, you will provide direct support to the Environmental Program Manager in the daily operations of the program and represent the supervisor for staff communications and backup support for central office activities in the unit. Work schedule is generally Monday-Friday 8am-5pm, but periodic need may arise for working times outside of the scheduled hours, the incumbent will be expected to evaluate the need and adjust their schedule as needed to complete the duties of the job while keeping the supervisor informed in advance.

Telework

This position is eligible for telework and flexible schedule options, however may need to report to the office for training and meetings. *The default assigned work location of all Parks positions – both on-site and telework eligible positions – is within the State of Washington. Frequency of onsite work will vary based on business and operational needs. Parks may choose, but are not required, to support out-of-state telework on a case-by-case basis.*

Join our positive and supportive team in our diverse and ever-changing work to help Parks accomplish valuable projects for access and recreation. Balancing an understanding of natural resource management and environmental implications and impacts, our team provides input, review, and regulatory compliance for all projects within State Parks. Our ideal candidate will have proven organizational skills, the ability to multi-task, and excellent communication skills.

Duties

Under the general supervision of the Environmental Program Management, this position will provide program process facilitation, support, and coordination of the Environmental Program as it strives for efficient and effective delivery of environmental regulatory compliance for varied parks work while supporting the agency's dual recreation and conservation mission.

Duties include, but are not limited to:

- Team Controller-
 - Track, coordinate, and assist in the preparation and distribution of process, procedure, contracts and other documents for the team.
 - Serves as a liaison between the Program Manager, other staff, consultants, and contractors on contractual issues.
 - Administer the receipt and processing of service contracts and interlocal agreements, as well as the general purchasing of goods and services for program activities.
- State Environmental Policy Act (SEPA) Administration-
 - Prepare distribution lists and distribute necessary SEPA materials to agreed parties for public comment.
 - Monitor SEPA group email and resolve notification and comments as required.
- Assist in program development and process refinement, including document preparation like templates and guidance documents.
- Assist the program in coordination and preparation of various meetings with consultants, construction site visits, and compliance inspections.
- Coordinate intake forms and consolidate information on behalf of Parks staff for review by program staff. Align project milestones and progress with online documentation systems such as Procore.
- Plan and organize extensive program processing requirements and monitor central program activities.

Qualifications

REQUIRED QUALIFICATIONS:

Option 1:

- Three (3) years of experience involving planning, organizing, and coordinating work in a business office.

OR option 2

- An Associate's degree in Business, **AND** one (1) year of experience involving planning, organizing, and coordinating work in a business office.

OR option 3

- A combination of college courses in Business **AND** experience involving planning, organizing, and coordinating work in a business office, equal to at least three (3) years.

DESIRED COMPETENCIES:**Accountability-**

Accepts personal responsibility for the quality and timeliness of their work. Can be relied upon to achieve excellent results.

Communication Effectiveness-

Conveys clear, timely and persuasive messages that positively influence the thoughts and actions of others.

Customer Focus-

Builds and maintains internal and external customer satisfaction with the services offered by the organization.

Ethics and Integrity -

Earns the trust, respect and confidence of coworkers and customers through consistent honesty, forthrightness and professionalism in all interactions.

Inclusiveness-

Actively contributes to a work environment that embraces building relationships and partnerships with key stakeholders, recognizing the value of cultural, ethnic, gender and other individual differences, to enhance the attainment of organizational goals.

Additional Skills, Knowledge, and Competencies:

- Knowledge of state government, particularly Parks rules and regulations.
- Knowledge of office organization and efficient office methods and management principles, coordinating comprehensive processes and understanding of day-to-day operations within construction and project management.

Supplemental Information**HOW TO APPLY**

Only candidates who reflect the minimum qualifications on their NEOGOV profile will be considered. Failure to follow the application instructions below may lead to disqualification.

To apply for this position, you will need to complete your profile which includes three professional references and attach:

- Letter of Interest specifically addressing the qualifications listed in this announcement.
- Current resume.

To take advantage of **veteran preference**, please do the following:

- Attach a copy of your DD214 (Member 4 long-form copy), NGB 22, or USDVA signed verification of service letter.
- Please black out any PII (personally identifiable information) data such as social security numbers. Include your name as it appears on your application in careers.wa.gov.
- For more information on Veteran's Preference and instructions on how to check your eligibility, click [here](#).

**All requested materials must be submitted. Incomplete or late application materials will not be accepted. Failure to follow the application process may disqualify you from further consideration. **

The information provided in your application must support your selected answers to the application questions. Answers will be verified, and documentation may be required. Responses not supported in your application will disqualify you for consideration of employment from this recruitment.

About Parks:

Want to join a great organization? The Washington State Parks and Recreation Commission manages one of the largest, most diverse--and most beautiful—parks systems in the country. With more than 120,000 acres, the system includes 124 developed parks, including 19 marine parks, 11 historical parks, 35 heritage sites, 13 interpretive centers and approximately 500 miles of long-distance recreation trails. Parks is staffed with nearly 1,000 employees (summers), who are some of the most passionate employees you'll find anywhere. For more information on Washington State Parks, click [here](#).

This position is included in the non-supervisory bargaining unit represented by the Washington Federation of State Employees (WFSE). For more information: <https://wfse.org/>.

Diversity Policy Statement:

The Washington State Parks and Recreation Commission is an equal opportunity employer. We strive to build a workplace culture that is welcoming and inclusive in which all employees feel respected and empowered to bring their unique ideas to the agency. At State Parks, we believe that embracing diverse backgrounds and experiences is essential to growing a strong workforce. We encourage applicants underrepresented in natural resources and outdoor recreation fields to apply, including but not limited to women, Black, Indigenous and people of color (BIPOC), individuals with disabilities, neurodivergent individuals, disabled and Vietnam era veterans, persons over 40 years of age, and individuals who identify as a part of the 2SLGBTQ+ community.

Persons needing accommodation in the application process or this job announcement in an alternative format may contact the human resources office at (360) 902-8565. Applicants who are deaf or hard of hearing may call through the Washington Relay Service by dialing 7-1-1 or 1-800-833-6388.

If you are having technical difficulties creating, accessing, or completing your application, please call NEOGOV toll-free at (855) 524-5627 or support@neogov.com.

For information about the recruitment process and qualifications, please contact Wendy Vandel at Wendy.Vandel@parks.wa.gov or (360) 902-8688.

For information about this position and job duties, please contact Chris Gourley at Chris.Gourley@parks.wa.gov or (360) 902-8632.



All applicants with a legal right to work in the United States are encouraged to apply.

Job Alerts to receive a list of new job postings at Parks.

Benefits

More than Just a Paycheck!

Employee benefits are not just about the kind of services you get, they are also about how much you may have to pay out of pocket. Washington State offers one of the most competitive benefits packages in the nation.

We understand that your life revolves around more than just your career. Like everyone, your first priority is ensuring that you and your family will maintain health and financial security. That's why choice is a key component of our benefits package. We have a selection of health and retirement plans, paid leave, staff training and other compensation benefits that you can mix and match to meet your current and future needs.

Read about our benefits:

The following information describes typical benefits available for full-time employees who are expected to work more than six months. Actual benefits may vary by appointment type or be prorated for other than full-time work (e.g. part-time); view the job posting for benefits details for job types other than full-time.

Note: If the position offers benefits which differ from the following, the job posting should include the specific benefits.

Insurance Benefits

Employees and their families are covered by medical (including vision), dental and basic life insurance. There are multiple medical plans with affordable monthly premiums that offer coverage throughout the state.

Staff are eligible to enroll each year in a medical flexible spending account which enables them to use tax-deferred dollars toward their health care expenses. Employees are also covered by basic life and long-term disability insurance, with the option to purchase additional coverage amounts.

To view premium rates, coverage choice in your area and how to enroll, please visit the [Public Employees Benefits Board \(PEBB\) website](#). The [Washington Wellness](#) program from the Health Care Authority works with PEBB to support our workplace [wellness programs](#).

[Dependent care assistance](#) allows the employee to save pre-tax dollars for a child or elder care expenses.

Other insurance coverage for auto, boat, home, and renter insurance is available through payroll deduction.

The [Washington State Employee Assistance Program](#) promotes the health and well-being of employees.

Retirement and Deferred Compensation

State Employees are members of the Washington Public Employees' Retirement System (PERS). New employees have the option of two employer contributed retirement programs. For additional information, check out the [Department of Retirement Systems](#)' web site.

Employees also have the ability to participate in the [Deferred Compensation Program](#) (DCP). This is a supplemental retirement savings program (similar to an IRA) that allows you control over the amount of pre-tax salary dollars you defer as well as the flexibility to choose between multiple investment options.

Social Security

All state employees are covered by the federal [Social Security](#) and Medicare systems. The state and the employee pay an equal amount into the system.

Public Service Loan Forgiveness

If you are employed by a government or not-for-profit organization, and meet the qualifying criteria, you may be eligible to receive student loan forgiveness under the [Public Service Loan Forgiveness Program](#).

Holidays

Full-time and part-time employees are entitled to paid holidays and one paid personal holiday per calendar year.

Note: Employees who are members of certain Unions may be entitled to additional personal leave day(s), please refer to position specific [Collective Bargaining Agreements](#) for more information.

Full-time employees who work full monthly schedules qualify for holiday compensation if they are employed before the holiday and are in pay status for at least 80 nonovertime hours during the month of the holiday; or for the entire work shift preceding the holiday.

Part-time employees who are in pay status during the month of the holiday qualify for the holiday on a pro-rata basis. Compensation for holidays (including personal holiday) will be proportionate to the number of hours in pay status in the month to that required for full-time employment, excluding all holiday hours. Pay status includes hours worked and time on paid leave.

Sick Leave

Full-time employees earn eight hours of sick leave per month. Overtime eligible employees who are in pay status for less than 80 hours per month, earn a monthly proportionate to the number of hours in pay status, in the month to that required for full-time employment. Overtime exempt employees who are in pay status for less than 80 hours per month do not earn a monthly accrual of sick leave.

Sick leave accruals for part-time employees will be proportionate to the number of hours in pay status, in the month to that required for full-time employment. Pay status includes hours worked, time on paid leave and paid holiday.

Vacation (Annual Leave)

Full-time employees accrue vacation leave at the rates specified in [WAC 357-31-165\(1\)](#) or the applicable collective bargaining agreement (CBA). Full-time employees who are in pay status for less than 80 nonovertime hours in a month do not earn a monthly accrual of vacation leave.

Part-time employees accrue vacation leave hours in accordance with [WAC 357-31-165\(1\)](#) or the applicable collective bargaining agreement (CBA) on a pro rata basis. Vacation leave accrual will be proportionate to the number of hours in pay status, in the month to that required for full-time employment.

Pay status includes hours worked, time on paid leave and paid holiday.

As provided in [WAC 357-58-175](#), an employer may authorize a lump-sum accrual of vacation leave or accelerate the vacation leave accrual rate to support the recruitment and/or retention of a candidate or employee for a Washington Management Service position. Vacation leave accrual rates may only be accelerated using the rates established WAC 357-31-165.

Note: Most agencies follow the civil service rules covering leave and holidays for **exempt** employees even though there is no requirement for them to do so. However, agencies are required to adhere to the applicable RCWs pertaining holidays and leave.

Military Leave

Washington State supports members of the armed forces with 21 days paid military leave per year.

Bereavement Leave

Most employees whose family member or household member dies, or for loss of pregnancy, are entitled to five (5) days of paid bereavement leave. In addition, the employer may approve other available leave types for the purpose of bereavement leave.

Additional Leave

[Leave Sharing](#)

[Parental Leave](#)

[Family and Medical Leave Act \(FMLA\)](#)

[Leave Without Pay](#)

Please visit the [State HR Website](#) for more detailed information regarding benefits.

Updated 07-21-2025

Employer

State of Washington

Address

[View Job Posting for Agency Information](#)

[View Job Posting for Location, Washington, 98504](#)

Website

<http://www.careers.wa.gov>

Environmental Services- Program Specialist 2 Supplemental Questionnaire***QUESTION 1**

Which best describes how you meet qualifications for this position?

- I have three (3) years' of work experience in relevant planning, organizing, and coordinating administrative tasks.
- I have a combination of relevant experience in planning, organizing, and coordinating administrative tasks and college level classes to equal 3 years of relevant experience.
- I have an Associate's degree in business or a closely related field and one (1) year of relevant experience in planning, organizing, and coordinating administrative tasks.
- I have none of above experience.

***QUESTION 2**

Please list the major/focus of your college degree. If this does not apply, enter "N/A".

***QUESTION 3**

Please explain in detail any work experience you have in planning, organizing, coordinating administrative tasks, and/or interpreting and applying policies and procedures. If this does not apply, type "N/A".

***QUESTION 4**

Which of the following best describes your experience with efficient office methods and management principles coordinating comprehensive processes and understanding of day-to-day operations within construction and project management?

- I have 1 - 11 months of this experience.
- I have 12 - 23 months of this experience.
- I have 24 - 35 months of this experience.
- I have 36 - 47 months of this experience.
- I have 48 months or more of this experience.
- I have none of this experience.

***QUESTION 5**

Which best describes your experience developing and/or implementing process refinement- including document preparation and guidance documents?

- I have 1 - 11 months of this experience.
- I have 12 - 23 months of this experience.
- I have 24 - 35 months of this experience.
- I have 36 - 47 months of this experience.
- I have 48 months or more of this experience.
- I have none of this experience.

***QUESTION 6**

Which best describes your experience with processing of service contracts and interlocal agreements?

- I have 1 - 11 months of this experience.
- I have 12 - 23 months of this experience.
- I have 24 - 35 months of this experience.
- I have 36 - 47 months of this experience.
- I have 48 months or more of this experience.
- I have none of this experience.

***QUESTION 7**

Which best describes your experience working with community partners such as consultants, construction and compliance inspections?

- I have 1 - 11 months of this experience.
- I have 12 - 23 months of this experience.
- I have 24 - 35 months of this experience.
- I have 36 - 47 months of this experience.
- I have 48 months or more of this experience.
- I have none of this experience.

***QUESTION 8**

In regards to Question #7. Please provide details of how you have engaged with community partners. What was your role? If this does not apply, enter 'N/A'.

***QUESTION 9**

Do you have knowledge of State Parks rules and regulations?

- Yes
- No

***QUESTION 10**

Do you have knowledge of state government rules and regulations?

- Yes
- No

***QUESTION 11**

Do you have experience working with an environmental program?

- Yes
- No

***QUESTION 12**

Briefly describe your experience with an environmental program. Please include when and where you received this experience. If this does not apply, enter 'N/A'.

* Required Question