



**S**ervice  
**P**erformance  
**I**ntegrity  
**R**esponsibility  
**I**nnovation  
**T**eamwork

Human Resources  
625 Court Street, Rm 101  
Woodland, CA 95695  
Fax: (530) 666-8049  
[www.yolocounty.org](http://www.yolocounty.org)

[www.yolocounty.org](http://www.yolocounty.org)

## *Selection Process*

To be considered for this position, please submit a completed County of Yolo Employment Application. Applications meeting the minimum employment standards will be reviewed and evaluated to determine the most appropriately qualified candidates. Those candidates deemed most appropriate will be invited to continue in the department's selection process. Applications may be submitted online at [www.yolocounty.org](http://www.yolocounty.org), by fax at (530) 666-8049, or in person Monday through Friday, 8 a.m. to 5 p.m. at 625 Court Street, Room 101, Woodland, CA 95695.

### Commitment to Workforce Diversity

Yolo County is an **Equal Opportunity Employer** committed to obtaining a diverse employee workforce properly reflective of the population we serve. We are committed to an environment where differences are valued and all County employees are a productive part of a high performing team delivering quality services to our clients.

### Alcohol and Drug Test

In compliance with the Drug-Free Workplace Act of 1988, Yolo County is committed to maintain a workplace that is free of drugs and alcohol. As a routine part of the pre-employment process, all candidates for employment shall be subject to an alcohol and drug test. Additionally, Yolo County requires a background check that includes submission of fingerprints records to the Department of Justice and, as needed, the Federal Bureau of Investigations.

### Disaster Service Worker

Pursuant to Government Code Section 3100, all public employees are disaster service workers and may be required to provide assistance in the event of a declared emergency or disaster.

**Note:** The provisions of this bulletin do not constitute an express or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.

**YOLO  
COUNTY**

**Waste Reduction/  
Recycling Coordinator  
or  
Waste Reduction/  
Recycling Specialist**



**MONTHLY SALARY:**

**Waste Reduction/  
Recycling Coordinator  
\$4,373 ~ \$5,316  
Waste Reduction/  
Recycling Specialist  
\$3,755 ~ \$4,564**

**Final Filing Date:  
Friday ~ August 22, 2008**

---

## About Yolo County

Yolo County was one of the original 27 counties created when California became a state in 1850 and is now home to over 180,000 people. Nearly 85% of the population lives in the County's four cities: Davis, West Sacramento, Woodland and Winters. Sacramento, the State Capitol, is located 20 miles southeast of Woodland. It's close proximity to the Sacramento International Airport, as well as two interstate highways, places Yolo County within a major transportation hub of the state. Traditionally, farming and ranching activities have played an important role in making Yolo County one of the leading agricultural producers in the nation.

There are excellent leisure-time and cultural opportunities in Yolo County and nearby Sacramento. The Woodland Opera House and Mondavi Center for the Performing Arts host a variety of high-quality events and there are several excellent amateur theater groups. For outdoor activities, there is whitewater rafting along Cache Creek, bicycling on scenic country roads, and fishing and water-skiing along the Sacramento River. West Sacramento has AAA professional baseball, nearby Arco Arena is the home court for the Sacramento Kings NBA team, and there are numerous locally organized sporting activities for all ages, including softball, volleyball, basketball and soccer.

The County is home to the University of California, Davis with its 3,600-acre campus and a student population of more than 25,000. Other county educational institutions include Woodland Community College and several excellent school public school districts.

## The Position

The incumbent will be responsible to oversee hazardous waste collection events; promote public awareness and education programs; manage the day-to-day activities involved with solid waste reduction programs and recycling efforts. This position will be filled at either level dependant upon the candidates qualifications. The Waste Reduction Services Coordinator will perform the duties of the Recycling Specialist but with an increased level of responsibility. This would include contract, grant and budget management, preparing and presenting Board of Supervisors reports and acting as liaison for other governmental agencies.

## Employment Standards

Any combination of experience and education in either classification, which provides the required knowledge and skill, is acceptable. A typical way to gaining the knowledge and skills is outlined below:

**Education:** graduation from a four year college or university with a major in physical sciences, business administration or governmental management of a closely related field; (or Recycling Specialist may apply with 60 semester units combined with 2-yrs closely related experience.)

**Experience:** (WRRC) Two years of experience in solid waste reduction, household hazardous waste, recycling programs or other technical environmental management field.

**License:** Possession of an appropriate California operator's license issued by the State Department of Motor Vehicles.

## Employment Standards

*Continued.....*

**Educational Substitution:** Two years of experience in solid waste reduction, household hazardous waste, recycling programs, or another technical environmental management field (directly related experience may be substituted for two years of the required education on a year for year basis).

**Knowledge of:** principles, methods, and practices associated with the technical operation of a sanitary landfill; chemicals and biological standards outlined in Federal, State and local environmental health codes; laws and regulations regarding solid waste reduction, household hazardous waste and recycling programs; understanding of the California Integrated Waste Management Act of 1989; principles, practices and methods of public information programs; modern office practices and governmental procedures; computer literate; principles of program planning and implementation.

**Ability to:** administer contracts with consultants and contractors; programs for solid waste reduction, household hazardous waste collection and recycling programs; prepare informational materials and present informative programs to civic and business groups; prepare technical reports, conduct waste audits and make recommendations; prepare budgets, and understand economics of recycling and disposal options.

## Benefits

Both classifications are assigned to the General Unit. For retirement, health benefits and other compensation visit the *General Unit Employee* benefits page on the Yolo County website.

