

Toeroek Associates, Inc. is a growing business headquartered in Lakewood, Colorado that provides specialized support services to the Federal Government in multiple U.S. locations, including the Environmental Protection Agency's efforts to enforce CERCLA (also known as "Superfund"). The San Francisco Bay Area/Oakland office is seeking a Research Analyst II to work on our EPA contract.

We help EPA research and compile the evidence to identify potentially responsible parties (PRPs) at hazardous waste sites; apply our scientific expertise to interpret and analyze documents to identify PRPs and the extent of their liability; compile and manage PRP data and correspondence; and develop negotiating strategies.

This position will assist in identifying data sources including federal, state and local agencies, public libraries, private archives, map and aerial photography archives; conduct online and field document research and obtain data pertinent to identifying PRP land and business ownership and succession, historical operational practices, environmental regulatory compliance, and practices contributing to site contamination; organize and index site documents; analyze, extract and summarize site and PRP evidence; assist in preparing reports, information request letters and mass mailings; data entry and use of evidentiary databases.

Duties

Research and Analysis: Assist in PRP research investigations and report preparation projects regarding hazardous waste sites, including identification of data sources such as federal, state and local agencies, public libraries, private archives, and map and aerial photography archives. Prepare comprehensive, detailed reports concerning PRP operations and liability. Conduct online research and field research to obtain data pertinent to identifying PRP land and business ownership and occupancy, witness identification and interviews, historical operational practices, environmental regulatory compliance, and hazardous material and waste handling and disposal practices; organize, index and analyze PRP data; prepare draft summaries regarding PRP operations and evidence; prepare information request letters and mailings; review PRP responses and identify data gaps; conduct data entry and maintain evidentiary databases; review documents for CBI and Privacy Act protected information as part of FOIA requests.

Task Management: Assist project managers in managing individual site tasks and mailing efforts. Task management responsibilities include research planning, staffing, schedule development and monitoring, progress reporting, and direct communication with client project managers and their staff.

Records Management & Document Collections: Conduct document indexing, records maintenance, and data entry using various databases. Create and/or update records management protocols. Write transcriptions of telephone messages and/or conduct quality assurance of transcriptions. Duplicate documents, physically and electronically, and/or conduct quality assurance of duplicated documents. Pick up and return documents

to the EPA Region 9 office. Serve as the liaison with the Superfund Records Center to transfer historical documents. Assist in assembling deliverables as needed. Supervise staff involved in records management activities. Carry out document collection efforts, whether electronically or by physically going to research institutions and public agency offices. Occasional overnight travel within and outside of California. Conduct general office management duties as needed.

Required Qualifications:

Five years of relevant experience.

3-5 years of experience in records management; information collection; research and analysis; and report preparation. Excellent written and verbal skills; attention to detail; ability to function as a member of a team; ability to work in a fast-paced environment; ability to handle multiple tasks; ability to adapt quickly and smoothly to changing project requirements. Proficiency in Word, Access, Excel, WordPerfect, and Concordance, or ability to become proficient quickly. Strong analytical, writing, and investigative skills. Basic knowledge of environmental regulations, primarily federal and particularly CERCLA.

Preferred Qualifications:

Coursework or applicable job experience in environmental issues including CERCLA; hands-on experience with environmental liability investigations; land use history; legal case development; or environmental enforcement.

Occasional Overnight travel might be required.

Toeroek Associates offers a full benefit package and competitive salaries. Qualified applicants should send their resume along with a cover letter to HRAdmin@toeroek.com. Incomplete submissions will not be accepted. No Phone Calls. Toeroek Associates, Inc. is an equal opportunity Affirmative Action employer.