

John J. Stefanko

E-mail: [REDACTED]

Skills Summary

Skilled communicator and administrator with more than 28 years of experience working at the federal, state and local government levels. Adept at communicating with staff, industry, consultants, public officials, and citizens in addressing complaints, resolving problems, developing solutions, and promoting a positive team work environment. Poised and competent in tense circumstances and adverse negotiations. Leads by example, instilling commitment, professionalism, and empowerment, with an emphasis on self-accountability. Excellent team-building skills.

Professional Experience

***Pennsylvania Department of Environmental Protection
Office of Active and Abandoned Mine Operations
Deputy Secretary, September 2011 – October 2015
Deputy Secretary, February 2017 – Present***

The Office of Active and Abandoned Mine Operations (AAMO) is an executive-level organization consisting of nearly 440 Department of Environmental Protection (DEP) Commonwealth Employees located in four Bureaus. The Bureaus of Mine Safety, Mining Programs, Abandoned Mine Reclamation, and District Mining Operations are responsible for developing and implementing Pennsylvania's policies and programs for surface and underground coal and industrial mineral mining, mine safety, and the reclamation of abandoned mines and wells.

Oversee and provide management, guidance, highly responsible analysis, and direction to the administration of AAMO's programs and activities. Exercise considerable discretion and judgment in serving as an advisor to the Secretary and Executive Deputy Secretaries on mining related issues. Assist the Secretary and executive staff in implementing the goals and tenets of the Department. Develops and maintains working relationships with Commonwealth executive personnel; local, state and federal elected officials; managers and directors of multiple federal agencies and with employees in the various AAMO programs, as well as staff in other DEP organization units. Interacts with executive directors, members and representatives of varied commissions, organizations and associations with interests in DEP and AAMO programs and responsibilities. Attends meetings representing the Department when required and appropriate.

***Pennsylvania Department of Environmental Protection
Office of Programs
Executive Deputy Secretary, October 2015 to February 2017***

The Office of Programs is an executive-level position which oversees and provides management, guidance, highly responsible analysis, and direction to the administration of the Department's programs and activities. Exercise considerable discretion and judgment in serving as an advisor to the Secretary and Deputy Secretaries on program related issues. Assist the Secretary and executive staff in implementing the goals and tenets of the Department. Develops and maintains working relationships with Commonwealth executive personnel; local, state and federal elected officials; managers and directors of multiple federal agencies, and with employees in the various Department programs, as well as staff in other state agencies. Interacts with executive directors, members and representatives of varied commissions, organizations and associations with interests in the Department's programs and responsibilities. Attends meetings representing the Department when required and appropriate.

***Pennsylvania Department of Environmental Protection
Office of Mineral Resources Management
Executive Assistant, June 2007 to September 2011***

Executive Assistant to the Deputy Secretary for the Office of Mineral Resources Management (MRM) which is now the Office of Active and Abandoned Mine Operations (AAMO). Provided highly responsible analysis and advisory work in MRM. Exercised considerable discretion and judgment in serving as senior advisor and confidant to the Deputy Secretary for MRM. Acted on behalf of the Deputy Secretary and the Bureau Directors in the administration of MRM's programs and activities. Attended meetings as a representative of the Deputy Secretary when required and appropriate. Conducted research on complex management issues while conferring with specialists in those areas, compiled and analyzed applicable information and prepared reports of findings and recommendations for the Deputy Secretary's consideration.

***Pennsylvania Department of Environmental Protection
Division of Contracts, Procurement and Bonding, Bureau of Office Services
Administrative Officer, September 2005 to June 2007***

Managed and provided policy, guidance, technical support and analysis on construction contracting and procurement procedures. Planned, directed and administered the activities for bidding, awarding and management of all construction contracts and the procurement of all goods and services for the Department. Determined the emergency purchase of services. Responsible for contracts requiring special handling, negotiated contracts and specialized services for new program initiatives. Managed the Department's Advancement Account, Visa Purchasing Card, Visa Travel Card, and Contract Compliance Programs.

Evaluated and managed the bonding program. Analyzed and coordinated labor requests with Human Resources. Developed, coordinated and organized training for Division and Department personnel. Served as a representative and/or advisory member on various statewide committees.

***Pennsylvania Department of Environmental Protection
Division of Acid Mine Drainage Abatement, Bureau of Abandoned Mine Reclamation
Project Designer, October 1987 to September 2005***

Performed, assigned or reviewed the engineering design of Department mine reclamation projects, water supply replacements, mine fire control, subsidence control, abandoned mine lands projects and other associated facilities. Prepared, issued, evaluated, awarded, and administered contracts for services to support the program.

***Pennsylvania Department of Transportation
Civil Engineer Intern, Summers of 1984 – 1986***

Under the supervision of a registered Professional Engineer, participated in the inspection of new bridge construction and roadway reconstruction.

Education

University of Pittsburgh,
Johnston, PA
Bachelor of Science, April 1987
Civil Engineering Technology

Pennsylvania State University
Altoona, PA
Associate Degree, May 1984
Mechanical Engineering Technology