

John J. Stefanko

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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 to Present

The Office of Active and Abandoned Mine Operations (AMMO) 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 AMMO'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 DEP. 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 AMMO programs, as well as staff in other DEP organizational units. Interacts with executive directors, members and representatives of varied commissions, organizations and associations with interests in DEP and AMMO 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 Office of Mineral Resources Management (MRM) which is now the Office of Active and Abandoned Mine Operations (AMMO). Provided highly responsible analysis and advisory work in MRM. Exercised considerable discretion and judgment in serving as senior

advisor and confidant to the Deputy for MRM. Acted on behalf of the Deputy and the Directors in the administration of MRM's programs and activities. Attended meetings as a representative of the Deputy when required and appropriate. Conducted research on complex management issues while conferring with specialists in those areas, compiled and analyzed applicable information and preparing reports of findings and recommendations for the Deputy's consideration.

Pennsylvania Department of Environmental Protection

Division of Contracts, Procurement & 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 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,
Johnstown, PA
Bachelor of Science, April 1987
Civil Engineering Technology

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

