

New York State Department of Civil Service

DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

	Occ. Code	1772100
Coastal Resources Specialist 1, Grade 18		1772100
Coastal Resources Specialist 2, Grade 23		1772200
Coastal Resources Specialist 3, Grade 25		1772300
Coastal Resources Specialist 4, Grade 27		1772400
Coastal Program Assistant Manager, M-3		1772910
Coastal Program Manager, M-4		1772900

Brief Description of Class Series

Positions in this series manage planning and construction projects undertaken by waterfront communities and local organizations to advance economic development and protect natural resources. They provide technical assistance to local governments, State and federal agencies, and review projects and activities by federal and State agencies for consistency with the State's Coastal Management Program. These positions are classified only in the Department of State.

Distinguishing Characteristics

Coastal Resources Specialist 1: full performance level; independently manages or reviews for consistency small and medium projects and provides technical services within established policies and guidelines; may assist and/or participate in larger, more complex projects or technical service activities.

Coastal Resources Specialist 2: first level supervisor in a unit consisting of one or more Coastal Resources Specialists 1; participates in complex projects and serves as a technical expert in a specific program area. A position may be non-supervisory if the incumbent serves as the technical expert in a very specific and highly technical field.

Coastal Resources Specialist 3: supervises two or more units headed by Coastal Resources Specialists 2; coordinates activities between units, and State and local agencies; and represents the agency on regional boards and commissions.

Coastal Resources Specialist 4: two-position class; functions as bureau director and the highest-level technical expert in either the Resource Management Services or Local and Regional Programs Bureau.

Coastal Program Assistant Manager: one-position class; serves as assistant division director and supervises the day-to-day activities of the division; represents the Coastal Program Manager in his/her absence.

Coastal Program Manager: one-position class; administers the operation of the State's coastal management and inland waterways programs.

Related Classes

Environmental Analysts conduct environmental impact assessments of proposed actions and inter-disciplinary environmental and regulatory reviews; and work with government agencies and the public on environmental review and permitting procedures.

Natural Resource Planners compile data on existing natural resources, land uses, population trends, economic growth factors and physical characteristics of areas. They conduct studies on recreational use of State and private facilities and land ownership patterns, as well as regional and natural resources planning.

Land Use Training Specialists provide education, training and technical advice on planning, zoning and land use issues to local governments. They analyze land use plans submitted by local and regional officials for technical review.

Illustrative Tasks

Coastal Resources Specialist 1: prepares and monitors the implementation of Local Waterfront Revitalization Program (LWRP) projects to ensure compliance with State and federal laws; evaluates proposed federal and other State agencies actions for consistency with the State's coastal policies; advises municipalities on developing and financing waterfront projects, preparing special land and water use regulations for waterfront areas, obtaining State and federal permits for waterfront projects, and developing management programs for watersheds and other areas with high coastal resource values; develops and monitors projects, activities and programs to implement coastal policies dealing with shore erosion, flooding, non-point pollution, fish and wildlife habitat restoration, urban waterfront redevelopment, public access, scenic quality or harbor management; assists in developing regional coastal management plans; reviews funding applications for LWRP projects and makes appropriate recommendations to higher level staff; assists communities in preparing contracts and other project documents; and conducts on-site visits to monitor contracts and review projects.

Coastal Resources Specialist 2: analyzes the need for and type of waterfront projects; prepares requests for proposals for selected implementation projects; develops consultant selection criteria for projects and reviews bids against the criteria; recommends consultants for projects; supervises the preparation of project contracts and prepares work programs; monitors project progress and ensures that contractual obligations are met and objectives are achieved; develops guidelines, instructions and

informational materials for preparing and implementing LWRP projects; and supervises Coastal Resources Specialists 1.

Coastal Resources Specialist 3: supervises Coastal Resources Specialists 2; assigns work according to established priorities and within budgeted resources; oversees the analysis, evaluation and processing of work performed by technical staff; coordinates efforts between State and local agencies; directs the preparation of technical reports; develops and maintains guidelines and other criteria for preparing informational and educational materials; assists in reviewing and preparing legislation; participates in public hearings and serves as the Department's representative on boards and commissions; serves as moderator, speaker or panel participant at meetings; and conducts on-site visits of controversial development projects.

Coastal Resources Specialist 4: directs the day-to-day operation of one of the two bureaus by establishing priorities, allocating resources, developing work plans, and performing analysis of current and future program needs; sets procedures for bureau activities and resolves complex problems; coordinates the efforts of the bureau with other units and other local, State and federal agencies; conducts required public hearings on projects; directs the review and evaluation of legislation, budgets, programs and policies; initiates research of trends and developments and makes recommendations; oversees program evaluations and prepares comprehensive reports required by funding agencies; interprets rules, regulations, statutes, procedures and policies; conducts special studies and supervises the preparation of informational materials; establishes and maintains effective relationships with public and private interest groups and officials; and represents the Department and the Secretary of State on various interagency task forces and interstate committees.

Coastal Program Assistant Manager: directs the day-to-day operations of the division by supervising staff, establishing priorities and work plans, and interpreting policies; resolves the most complex problems having Statewide implications; analyzes program changes dealing with rules, regulations, policies, developments in the industry, etc.; recommends new programs or revisions to existing programs; implements administrative and organizational changes; prepares reports and program evaluations for federal grants and other activities; and supervises the preparation of the division's budget.

Coastal Program Manager: administers the coastal resources division; develops and sets program policies and procedures; prepares the State's work program plan, required reports and other documents needed to obtain and continue federal funding; serves as liaison with federal, State and local agencies; develops and recommends new programs, legislative proposals and agreements among agencies to the Deputy Secretary of State; attends national technical meetings; works closely with the Secretary of State, the Department's legal staff and legislative committees' staff; and develops and implements a process for public participation, such as meeting with and reporting to the Advisory Committee, elected officials, and various regional and local citizen groups.

Minimum Qualifications

Coastal Resources Specialist 1

Open Competitive: bachelor's degree in a qualifying field and completion of a two-year traineeship.

Coastal Resources Specialist 2

Promotion: one year of permanent service as a Coastal Resources Specialist 1.

Coastal Resources Specialist 3

Promotion: one year of permanent service as a Coastal Resources Specialist 2.

Coastal Resources Specialist 4

Promotion: one year of permanent service as a Coastal Resources Specialist 3.

Coastal Program Assistant Manager

Promotion: one year of permanent service as a Coastal Resources Specialist 4.

Coastal Program Manager

Promotion: one year of permanent service as a Coastal Program Assistant Manager.

Note: Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

Date: 01/2021

AM