

New York State Department of Civil Service

DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 1774100

Revitalization Specialist 1, Grade 23 1774100

Revitalization Specialist 2, Grade 27 1774200

Brief Description of Class Series

Revitalization Specialists assist communities across the State with planning, managing and accessing resources to support community revitalization and smart growth projects. The positions provide outreach, education, technical assistance and advice to communities seeking to develop areas for reclamation because of ecological deterioration or pollution, to revitalize neighborhoods suffering from disinvestment, and to promote development consistent with smart growth and environmental justice principles. These positions are only classified at the Department of State.

Distinguishing Characteristics

Revitalization Specialist 1: full performance level; under the general direction of the Revitalization Specialist 2, serves as consultant and project manager with local governments and public and private organizations for assigned projects and assists with the implementation of community revitalization and smart growth programs.

Revitalization Specialist 2: supervisory level; under the general direction of the Coastal Program Manager directs and oversees community revitalization and smart growth programs including but not limited to the Brownfield Opportunity Area program and the Downtown Revitalization Initiative and supervises a staff of Revitalization Specialists 1 and others.

Related Classes

Coastal Resources Specialists 1-4 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.

Economic Development Program Specialists and Economic Development Program Administrators apply business knowledge, training, and experience to provide a wide range of professional and management level economic development services for the promotion of business, tourism and international trade in New York State. They provide technical advice and problem-solving assistance to economic development organizations and businesses by conducting business-to-business marketing programs, and promoting, publicizing, and developing strategic plans and initiatives related to the business and economic development services of the Department.

Local Government 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 Duties

Revitalization Specialist 1

Perform outreach activities with officials of cities, villages, towns, counties, community based organizations, New York City Community Boards, local public authorities, local public benefit corporations, school districts, and improvement districts to educate about and encourage participation in community planning and development programs administered by the Department of State Office of Planning, Development and Community Infrastructure (OPDCI), such as the Brownfield Opportunity Areas (BOA) Program, the Downtown Revitalization Initiative (DRI), or related programs.

Assist local governments and public and private organizations with planning, managing, and accessing resources to support community revitalization, including downtown and neighborhood revitalization and redevelopment of brownfield sites.

Assist with formulating and/or modifying OPDCI policies and programs related to community revitalization.

Participate in public hearings and coordinate with regional level boards and commissions having responsibility for brownfield redevelopment, community revitalization, and economic development.

Work to develop and facilitate statewide partnerships between OPDCI and private philanthropic institutions to expand financial resources and expertise available to local governments, community-based organizations, and developers to promote brownfield redevelopment.

Manage diverse State construction, design, and planning grant contracts to implement community revitalization and smart growth programs, including but not limited to BOA, DRI, and Smart Growth.

Oversee executed grant contracts to ensure that all stipulations are met, including administrative requirements and performance measures; interact with control agencies to

answer questions raised during the approval process.

Revitalization Specialist 2

Develops and facilitates partnerships between DOS, other state and federal agencies, and other stakeholders to implement, advance and improve programs and initiatives that support equitable community revitalization, brownfields redevelopment, and development patterns consistent with smart growth and environmental justice.

Develops and recommends policy, legislative, and programmatic initiatives related to community revitalization, brownfield redevelopment, smart growth, and environmental justice.

Analyzes proposed State and federal legislation, regulations and programs related to community revitalization and brownfield redevelopment, smart growth, and environmental justice.

Plans, organizes and manages the work and staff in a range of community revitalization and smart growth programs, including but not limited to BOA, DRI and Smart Growth, including setting policy, establishing goals, choosing projects, determining program initiatives and priorities, and establishing policies and procedures; develops annual workforce plans and budgets.

Develops and implements performance measurement programs and monitors performance on projects to evaluate the quality and effectiveness of community revitalization and smart growth programs.

Directs the public outreach programs for community revitalization and smart growth programs.

Minimum Qualifications

Revitalization Specialist 1

Open Competitive: bachelor's degree and three years of experience* which must include preparing and implementing community revitalization plans, land use plans, economic development programs, and/or redevelopment plans for areas affected by brownfields, vacant land, abandoned sites or urban areas; AND managing community, economic, and/or real estate development projects including securing financing, developing requests for proposals, negotiating, managing, monitoring and reviewing contracts.

Revitalization Specialist 2

Promotion: one year of permanent competitive service as a Revitalization Specialist 1.

Open Competitive: bachelor's degree and four years of experience* which must include preparing and implementing community revitalization plans, land use plans, economic development programs, and/or redevelopment plans for areas affected by brownfields, vacant land, abandoned sites or urban areas; AND managing community, economic, and/or real estate development projects including securing financing, developing requests for proposals, negotiating, managing, monitoring and reviewing contracts.

Substitution: A masters or higher degree in one of the following majors may substitute for one year of experience: community and economic development, economics, environmental science, environmental planning/design, environmental studies, land use planning, political science, public administration, public finance, public policy, real estate development, regional planning, urban planning or urban studies.

Note: Classification Standards illustrate the nature, extent and scope of duties and responsibility 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: 11/2022

CM