

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Tentative Classification Standard

Occ. Code 1618210

Environmental Analyst 1, Grade 18	1618210
Environmental Analyst 2, Grade 23	1618220
Environmental Analyst 3, Grade 27	1618230
Environmental Analyst 4, M-4	1618240

Brief Description of Class Series

Environmental Analysts manage project reviews and perform technical environmental analysis, research, and field investigations to determine the environmental impact of projects such as energy generation and transmission facility siting; navigation channel dredging; residential, commercial, and industrial development; water supply and wastewater systems; transportation infrastructure improvements; and environmental enhancement projects.

These positions are classified at the Department of Environmental Conservation, Homes and Community Renewal, Lake George Park Commission, Office of General Services, and the Office of Parks, Recreation and Historic Preservation.

Distinguishing Characteristics

Environmental Analyst 1: full-performance level; serves as project manager on smaller projects under the general supervision of a higher-level Environmental Analyst; performs review of proposals requiring permits under Environmental Conservation Law.

Environmental Analyst 2: first supervisory level; serves as a project manager for multi-jurisdictional projects, projects with broad environmental impact, or projects with a regional or statewide scope; serves as the deputy regional permit administrator.

Environmental Analyst 3: second supervisory level; serves as regional permit administrator in a regional office and as a section chief providing supervision and guidance to multiple units in central office.

Environmental Analyst 4: manages and directs the activities of a bureau in the central office; administers the State's environmental permit program in accordance with the Uniform Procedures Act (UPA); when assigned to Long Island, may serve as regional permit administrator for Region 1.

Illustrative Tasks

Environmental Analyst 1

Reviews project impacts and needs for proposals requiring permits under the Environmental Conservation Law.

- Ensures compliance with requirements of the Uniform Procedures Act (UPA) for review timeframes, public participation, and permit decisions.
- Ensures compliance with the State Environmental Quality Review Act (SEQRA); resolves project issues within the Department and all interested parties.

Coordinates interagency environmental review with local governments, State and federal agencies, and regional authorities.

Identifies permit requirements, environmental issues, overall application content and format for proposals requiring environmental permits and recommends action on permit issuance and drafts permit conditions.

Utilizes computer-assisted programs to identify environmental resources; manages, tracks, and schedules project review activities; monitors data quality and produces reports.

Works with central office technical program divisions for regulatory program implementation and assists in the development of guidance and procedures.

May supervise technicians and clerical staff.

Environmental Analyst 2

Leads inter-disciplinary environmental and regulatory reviews and supervises lower-level Environmental Analysts and other technicians.

- Provides advice to government agencies and the public on environmental review and permitting procedures.
- Provides the public and other governmental entities with information and guidance on SEQRA and other State environmental programs.
- Develops and utilizes computer-assisted programs to manage, track, and schedule project review activities and to identify environmental resources.
- Schedules and assigns work to an environmental analysis team.

Serves as project manager on complex projects (multi-jurisdictional, significant impacts with regional or statewide scope) and facilities (manufacturing plants, energy facilities, mixed use developments, and mining operations), which require integrated environmental review; prepares and presents testimony at public and administrative hearings.

Assists in developing environmental policy, regulations, and legislation.

Serves as a liaison with central office technical program divisions for regulatory program implementation.

When assigned to a region, assists with the administration of the regional permit program.

- Ensures compliance with the statutory requirements imposed on the Department by the UPA, SEQRA, Coastal Management Act, State Historic Preservation Act, and Waterfront Revitalization Act.
- Supervises and trains staff.
- Serves as system manager for development and maintenance of computer systems used for environmental analysis and permit management.

Environmental Analyst 3

When assigned to a regional office, administers the regional permit program.

- Ensures compliance with the statutory requirements imposed on the Department by the UPA, SEQRA, Coastal Management Act, State Historic Preservation Act, and Waterfront Revitalization Act.
- Supervises and directs the training of staff in the performance of their assigned duties.
- Directs the development and maintenance of computer systems used for environmental analysis and permit management.

When assigned to the central office, supervises a section of professional and technical staff, and provides technical direction in an assigned environmental program area.

- Directs staff in the preparation of program guidelines, reviewing complex (e.g., multi-jurisdictional or highly visible or confrontational) impact statements and analyses.
- Assists in the preparation of impact statements covering Department actions.

- Prepares and gives expert testimony at public hearings and issues permits for construction or operation of facilities.
- Oversees the permit and project management system.
- Proposes and evaluates environmental policy, regulations, and legislation.
- Conducts office evaluations and field investigations related to regulatory programs.
- Provides information on regulatory authority to the public, political groups, legislative offices, and other governmental agencies.

Environmental Analyst 4

When managing and directing the activities of a Bureau encompassing multiple sections.

- Establishes the Bureau's mission and sets goals, objectives, and priorities in keeping with Department policy and assures that these goals, objectives, and priorities are met.
- Coordinates the efforts of the sections within the Bureau to ensure all activities necessary for the effective management of statewide permitting and pollution prevention operations are carried out.
- Prepares long-range plans for Bureau activities and priorities, in consultation with the division director.
- Oversees the development and implementation of major initiatives and permit policy issues by providing general direction and supervising staff.
- Ensures that staffing and funding resources are adequate to effect implementation of the Department's permitting programs.
- Renders policy decisions on major problems and issues regarding allocations of resources and program delivery by negotiating and consulting with staff in other agencies, such as the Department of Public Service, the Department of State, Office of Parks, Recreation and Historic Preservation, U.S. Army Corps of Engineers, U.S. Environmental Protection Agency, and the Federal Energy Regulatory Commission.
- Responds to high-level requests for information and/or resolution of problems by the Department's executive office, legislators, congressional representatives, local government officials, and recreation organizations, groups, and associations.

When serving as regional permit administrator for Region 1 (Long Island).

- Establishes goals, objectives, and priorities in keeping with department policy and ensure that these goals, objectives, and priorities are met.
- Oversees the development and implementation of permitting procedures in response to major initiatives and new regulations.
- Oversees projects of statewide and regional importance.
- Responds to high-level requests for information and/or resolution of problems by the department's executive office, legislators, congressional representatives, local government officials, and recreation organizations, groups, and associations.

Minimum Qualifications

Environmental Analyst 1

Open Competitive: a bachelor's degree in civil, environmental, or geological engineering; environmental planning; environmental studies; environmental, natural, or physical science; land use planning; archeology; geography; or landscape architecture and two years of experience preparing or reviewing environmental impact statements; providing expert testimony on environmental impact at public hearings; providing consultation on environmental impact laws, rules, and regulations; or conducting office evaluations and field investigations related to multi-disciplinary environmental regulatory programs such as water quality, wetlands, air quality, solid and hazardous waste management, and mining.

Environmental Analyst 2

Promotion: one year of service as an Environmental Analyst 1.

Open Competitive: a bachelor's degree in civil, environmental, or geological engineering; environmental planning; environmental studies; environmental, natural, or physical science; land use planning; archeology; geography; or landscape architecture and three years of experience preparing or reviewing environmental impact statements; providing expert testimony on environmental impact at public hearings; providing consultation on environmental impact laws, rules, and regulations; or conducting office evaluations and field investigations related to multi-disciplinary environmental regulatory programs such as water quality, wetlands, air quality, solid and hazardous waste management, and mining.

Environmental Analyst 3

Promotion: one year of service as an Environmental Analyst 2.

Environmental Analyst 4

Promotion: one year of service as an Environmental Analyst 3.

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 the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

09/2024

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