

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

Classification Standard

Occ. Code 1618310

Senior Environmental Analyst (Agriculture), Grade 18	1618310
Associate Environmental Analyst (Agriculture), Grade 23	1618410
Principal Environmental Analyst (Agriculture), Grade 27	1618510
Assistant Director Land & Water Resources, M-2	1648800
Director Land & Water Resources, M-4	1648900

Brief Description Of Class Series

Positions in this series provide technical assistance to farmers, analyze programs supporting products and services in the agribusiness sector, and County Soil and Water Conservation Districts. Incumbents review agricultural land, and soil and water conservation management programs; and develop best practices for sustainable farming and the further development of the State's agricultural sector.

Distinguishing Characteristics

Senior Environmental Analyst (Agriculture): full performance level; under supervision of a higher level analyst, positions perform analysis and research to aid in the administration of agricultural and farmland protection programs, and soil and water conservation related programs.

Associate Environmental Analyst (Agriculture): advanced performance level; perform the more difficult land and water use research and analysis assignments, or manage soil and water conservation programs for a geographic region and/or on a statewide basis.

Principal Environmental Analyst (Agriculture): supervisory level; manages an agricultural protection section.

Assistant Director Land & Water Resources: one-position class; functions as overall assistant to the director, coordinates the activities of the Soil and Water Conservation Committee, and supervises a team of Associate Environmental Analysts (Agriculture).

Director Land & Water Resources: one-position class; directs the land and water resources program.

Illustrative Duties

Senior Environmental Analyst (Agriculture)

Review and analyze proposed land use projects involving farm operations and resources; analyze project impact statements, maps, reports, and other information; review land use regulation laws and ordinances; examine records and requests to verify if property is located within an agricultural district; ensure information is received from farm land owners before reviews; advise farmers on soil and water conservation techniques, practices and improvements, including farm management practices related to crop production; consult laws, regulations, programs and procedures that would restrict or regulate farmers in the management of their soil and water resources; and assist in the administration of the grant programs and program contracts, including any multiple farm planning, implementation projects, and agricultural environmental management projects. In addition, when performing on-site field reviews, the positions interview involved parties, discuss project alternatives, assist in preparing written assessments, and provide instruction to conduct research on farm soils or crop production.

Associate Environmental Analyst (Agriculture)

Review and analyze complex land use cases including: major highway projects, multi-county gas and electric transmission line cases, and county or regional solid waste management projects. They determine whether projects will adversely affect agricultural resources and farm management activities or whether significant modifications or mitigative actions are required; provide technical assistance in implementing benefits and protections available to farmers under the Agricultural Districts Law; drafts local agricultural laws, and review ones and practices to determine whether they are reasonable; provide administrative guidance, technical assistance and training to county Soil & Water Conservation Districts; design, implement, and maintain soil and water conservation programs and projects within an assigned region or statewide; coordinate district activities and programs for an assigned region; ensure optimum use of regional conservation and State and federal fiscal resources; and administer agricultural and farmland protection programs including the development, selection, and evaluation of all county and municipal Agricultural and Farmland Protection (AFM) grant applications and other State programs.

Principal Environmental Analyst (Agriculture)

Administers agricultural protection and agricultural environmental management programs; manages the agricultural district creation, review, and agricultural land value assessment process; reviews local laws that restrict farm practices or structures; reviews projects involving farmland acquisition or the advance of funds by public agencies for certain construction activities within agricultural districts; assigns and reviews the farm viability operations and resources reports in advance of proposed land use projects; coordinates and supervises technical assistance to county governments

to develop local farm protection plans; administers matching planning and implementation grants and directs grant fund use; recommends policies to advance and improve farmland protection programs; represents the Division on committees, task forces, work groups and meetings on agricultural, conservation and farmland protection; and performs the full range of supervisory duties such as developing, training, and evaluating staff.

Assistant Director Land & Water Resources

Oversees the Soil and Water Conservation Section of the Division; performs policy analysis for Soil and Water Conservation Committee programs; assists the Director in evaluating district activities, programs and projects to ensure compliance with land and water policies, procedures, State Conservation District Law, and contract provisions; provides technical and program assistance to the NYS Soil and Water Conservation Committee and related programs; oversees spending plans, program planning, and budgeting activities for land and water programs; and performs the full range of supervisory duties such as developing, training, and evaluating staff.

Director Land & Water Resources

Directs the land and water programs and activities, including serving as the NYS Soil and Water Conservation Committee Executive Director; develops policies, objectives and goals for the Division; approves administrative activities of the Division such as office organization, personnel, employee discipline and counseling, and budgeting; formulates and coordinates policy development for programs that are jointly administered by the Division and either the federal government and/or another State entity; develops new initiatives or restructures existing programs to improve the Division's delivery of services; negotiates and resolves issues with the federal Department of Agriculture regarding the design, implementation and monitoring of land and water resource programs; briefs executive staff, federal officials, and State and local officials on Division programs; and works with executive staff and the agency's counsel on legal or other issues affecting program operations.

Minimum Qualifications

Senior Environmental Analyst (Agriculture)

Open Competitive: Six years of work experience* in a position having a substantial relationship to agricultural land use analysis, soil and water conservation management, or the protection of farms and farmland resources; or, six years of work experience* in any combination of the following roles: Soil and Water Conservation District Manager; National Resources Conservation Service District or Resources Conservation; New York State Soil and Water Conservation Committee (State Committee) Consultant Service Provider; Professional Staff of Land Trust Organization; Cooperative Extension Agent (Agriculture); or, Regional Planning Commission and County Planning Office.

Associate Environmental Analyst (Agriculture)

Promotion: one year of permanent service as a Senior Environmental Analyst (Agriculture).

Open Competitive: seven years of work experience* as described for Senior Environmental Analyst (Agriculture).

Substitutions:

1. Bachelor's degree substitutes for four years of experience, or an associate's degree for two years of experience in the following degree fields: agronomy, soil science, soil conservation, agricultural engineering, or natural resources management;
2. Bachelor's degree substitutes for four years of experience or an associate's degree for two years of experience, with specific course credits in the following degrees and courses: environmental studies, environmental conservation, engineering, earth science, environmental science, plant science, forestry, geography, or urban or regional planning or a closely related agricultural or natural resources discipline; including either 12 semester credit hours in a combination of soils and crops or plant sciences at least 6 hours of which must have been in soils; or 12 semester hours in farmland protection; urban, regional or land use planning; or geography.

Principal Environmental Analyst (Agriculture)

Promotion: one year of permanent service as an Associate Environmental Analyst (Agriculture).

Assistant Director Land & Water Resources

Non-competitive: Bachelor's degree in agronomy, agricultural business management, agricultural engineering, agricultural science, animal science, conservation biology, environmental engineering, environmental studies, environmental science, environmental conservation, plant science, forestry, geography, public administration, or a related field; and six years of experience in agricultural, environmental, soil and water conservation, or natural resource management. One year of the experience must have been in an administrative position with supervisory responsibilities for program and professional staff. A master's degree in the above fields may substitute for two years of the general experience.

Director Land & Water Resources

Non-competitive: Bachelor's degree in agronomy, agricultural business management, agricultural engineering, agricultural science, animal science, conservation biology,

environmental engineering, environmental studies, environmental science, environmental conservation, plant science, forestry, geography, public administration, or a related field; and eight years of experience in agricultural, environmental, soil and water conservation, or natural resource management. Four years of the experience must have been in an administrative position with supervisory responsibilities for program and professional staff. A master's degree in the above fields may substitute for two years of the general experience.

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.

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