

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

Classification Standard

Occ. Code 1631210

Environmental Program Specialist 1, Grade 18	1631210
Environmental Program Specialist 2, Grade 23	1631220
Environmental Program Specialist 3, Grade 27	1635300
Environmental Program Specialist 4, M-4	1635400

Brief Description of Class Series

Environmental Program Specialists function in one or in various Environmental Quality/Remediation program areas such as Air Resources, Environmental Remediation, Materials Management, Spill Response, and Water Resources, performing journey level professional program development and support functions. Incumbents work in areas where an engineering or specific scientific background is not needed, but where environmental program technical skills will assist in meeting department goals. They are the link between engineering/scientific and administrative program areas, often managing small projects.

These positions are classified in the Adirondack Park Agency and the Department of Environmental Conservation.

Distinguishing Characteristics

Environmental Program Specialist 1: full performance level; performs a variety of tasks including carrying out small projects, serving as a member of a project team to complete segments of larger more complex projects, as assistants to higher level professional staff, or reviewing regulated activities; and makes determinations or recommendations based on their own inspections, investigations and analyses.

Environmental Program Specialist 2: unit supervisors; oversees the work of several professional and paraprofessional staff and administers an entire program area or a portion of a significantly large or complex program.

Environmental Program Specialist 3: functions as section supervisor overseeing multiple Environmental Program Specialists 2; oversees operational functions of environmental quality programs; prepares section budgets; develops section work plans; and manages assigned program staff and resources.

Environmental Program Specialist 4: functions as bureau chief; develops and

implements bureau work plans, goals and objectives; establishes program policies; ensures completion of projects; and provides program recommendations to executive management.

Related Classes

Environmental Program Specialists (Natural Resources) manage bureaus responsible for developing, planning, administering and implementing programs for environmental stewardship, which includes conservation of wildlife, water quality, ecology, management of invasive species; environmental education; sustainable technologies; and for planning and analysis for environmental programs, which includes environmental impact analysis; real property services; statistics and resource analysis; and park planning services.

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.

Environmental Specialists perform technical analysis, research, and training to determine the impact of transportation projects on noise levels, water quality, air quality, groundwater, and other environmental concerns, write reports, make recommendations or develop policy and procedures for a variety of environmental issues, provide technical expertise on environmental matters to staff of other programs preparing Environmental Impact Statements, and coordinate obtaining environmental permits and approvals.

Illustrative Tasks

Environmental Program Specialist 1

Participates in the management of Environmental Quality Permit programs.

- Reviews the application and supporting documentation for permits to ensure consistency with rules and regulations and to evaluate the feasibility of alternatives.
- Makes recommendations concerning courses of action necessary to issue permits consistent with rules and regulations.
- Participates in meetings with consultants, permit applicants and agency staff to identify and resolve regional environmental management problems.

- Conducts compliance inspections to ensure compliance with rules and regulations.
- Conducts technical training programs and permit application review and processing seminars.
- Participates in the preparation, review and editing of State Environmental Quality Review documents for projects to ensure that State Environmental Quality Review Act requirements are met.
- Provides technical assistance and information to consultants, public officials, and facility managers concerning the development and implementation of environmental management programs or projects.
- Reviews operations of regulated activities to ensure conformance to applicable rules and regulations.

Reviews and assists with the development of Environmental Quality/Remediation program policies and procedures.

- Gathers data, reviews alternatives, performs analyses and prepares written reports with a recommended course of action concerning development of environmental management policy, guidance memoranda, or development and review of proposed revisions to various environmental rules and regulations.
- Coordinates the processing of division rule making actions.
- Coordinates program training events and activities with guidance from technical/scientific staff.
- Develops and implements programs to promote optimum use of environmental program resources.
- Compiles and reviews procedures for environmental management from surrounding states to determine impact on and possible changes in the New York State program.

Assists in the development and management of expenditure plans and contracts for Environmental Quality/Remediation programs.

- Develops expenditure plans for various grants and funding sources to provide financial resources necessary to implement individual work plan elements.
- Gathers data related to impact of funding changes on Division programs, develops projections based on alternative proposals for changes in funding and

makes recommendations for organizational or staff changes necessary to implement new or revised programs.

- Participates in development of fiscal accounts and federal grant fiscal plans by reviewing federal guidance documents and developing an expenditure plan for the negotiated work plan, which includes both the federal grant allocation and required state match.
- Reviews contracts, change orders, and federal grant applications for adherence to department and State Comptroller's requirements to ensure maximum standardization of agency contract and grant provisions.
- Monitors contract and grant processing status report system.
- Arranges for publication and receipt of requests for qualifications and requests for proposals, participate in pre-bid conferences and bid openings.
- Performs economic evaluations of environmental management projects and reviews and analyzes financing mechanisms.
- Reviews funding contracts and grant applications ensure adherence to regulatory requirements, standardization of provisions, proper and timely reporting, and an appropriate bidding process.
- Develops grant and funding expenditure plans, documents and applications in order to provide financial resources for work plans.

Assists with the development of public relations programs for Environmental Quality/Remediation programs.

- Works with Public Participation Specialists to develop and implement public participation work plans for Division programs.
- Develops and conducts workshops and seminars to coordinate and disseminate information to industry, public officials and the general public on short- and long-term environmental management plans and planning requirements.
- Participates in speaking engagements with school groups, civic associations and environmental groups in order to explain program activities and answer questions.

Develops and reviews data concerning Environmental Quality/Remediation programs.

- Develops and maintains environmental permit data information systems and perform analyses of permit data.

- Reviews and analyzes environmental reports and statistical summaries and prepares annual report of environmental management projects.
- Develops and maintains quality assurance data information systems and performs analyses to initiate timely enforcement actions.
- Conducts field inspections to assist in the gathering and analysis of data and/or to ensure proper implementation of work plans.

Environmental Program Specialist 2

Assists in the development of management plans to meet specific needs of an environmental quality program in one of the following areas: source control, enforcement, source monitoring, data quality assurance, research, environmental impacts, or program administration.

- Develops short- and long-term management plans and goals for assigned program.
- Determines appropriate methods to coordinate and distribute planning information to staff, industry, public officials and the general public.

Develops and implements strategies to address environmental issues or to answer program needs to prevent or control a specific environmental problem.

Supervises and directs staff to accomplish objectives.

- Provides technical direction and guidance to program staff.
- Analyzes technical training needs of program staff.

Coordinates activities between programs, bureaus, divisions, regions, the regulated community, the public, federal and local governments and other State governments.

Develops federal grant budgets and program fiscal plans.

- Monitors allocation and segregation of funds.
- Reviews expenditures and reports on progress in fulfilling fiscal plans.

Coordinates the preparation and monitoring of program work plans prepared for federal grants and for continuous program planning purposes.

Coordinates the administration of an environmental quality program to ensure program uniformity, the satisfaction of local needs, and the accomplishment of program objectives.

Serves as liaison between an environmental quality division and other divisions on matters concerning public participation for the State's environmental management programs.

- Coordinates information and activities relevant to the formation of advisory committees.
- Provides technical support for commissions and boards required by State legislation.
- Develops programs for disseminating appropriate information to the public.

Prepares detailed investigation reports that contain analyses and interpretations of findings and recommends possible courses of action.

- Analyzes current rule making requirements set by the Department of State and the Division of Environmental Permits.
- Develops standards and methods for rule-making activities.
- Provides necessary interpretation, advice and guidance to Division staff.

Implements electronic database and tracking programs related to required program reports and records.

Develops and conducts workshops and training sessions for program staff and/or the regulated community.

Environmental Program Specialist 3

Implements specific legislative programs, grants management programs, certification, registration or permit programs, program planning initiatives and program assessment systems for the division.

- Administers grant programs, and field support programs.
- Administers permitting review, monitoring, assessment, reporting and investigation programs.
- Assists in the administration of program budgets.
- Assists in the coordination of division-wide programs and long-range planning.
- Evaluates effectiveness of programs and projects using appropriate performance measures.

- Designs and implements systems to ensure that assignments are completed on a timely basis and work outputs are properly presented to bureau and division management.
- Develops reporting systems to monitor program status.

Oversees the management and development of section staff.

- Plans, assigns, schedules, reviews and evaluates the work of subordinate staff.
- Hires and trains professional staff.
- Develops strategies for organizational and staff changes.
- Reviews and analyzes the impact of changes in funding sources, including grants and State budget allocations, on personnel matters.

Prepares section budgets and reviews expenditures.

Oversees the provision of technical assistance and guidance in their respective program areas to other agencies, regional staff and the regulated community.

Develops, implements and oversees the enforcement of rules and regulations required by State or federal legislation.

Reviews legislation impacting division programs.

- Assesses and comments on proposed legislative actions.
- Prepares draft legislation.

Provides oversight, standards and control for all contracts negotiated and administered by the division, and assists in the development, negotiation and administration of contracts.

Coordinates workshops and development of outreach materials that provide technical and compliance assistance to the regulated community.

Coordinates activities as needed, between programs, bureaus, divisions, regions, federal and local governments and other State governments.

Environmental Program Specialist 4

Manages and directs the activities of a bureau within an environmental quality division.

- Determines long-range work plans and strategies, develops bureau goals and objectives, and assesses program effectiveness.
- Defines program and project priorities and ensures that managers and staff are performing in compliance with priorities.
- Prepares and/or supervises the development of proposed program budgets and monitors expenditures.
- Oversees and/or supervises the preparation of federal grant proposals.
- Develops and oversees organizational, staffing, and training initiatives.

Oversees the preparation of regulations, policies and procedures relating to air, pesticides, water, solid waste and hazardous substances management and remediation activities by interpreting applicable laws, rules, and regulations and consulting with appropriate department staff, as needed.

Maintains cooperative relationships with regulated industries, public officials, and the general public.

Minimum Qualifications

Environmental Program Specialist 1

Open Competitive: bachelor's degree in environmental planning, science or related field, natural or physical sciences, planning, urban planning, or economics, and satisfactory completion of a two-year traineeship.

Environmental Program Specialist 2

Promotion: one year of service as an Environmental Program Specialist 1.

Environmental Program Specialist 3

Promotion: one year of service as an Environmental Program Specialist 2.

Environmental Program Specialist 4

Promotion: one year of service as an Environmental Program Specialist 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.

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