

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

Classification Standard

Occ. Code 1631212

Environmental Program Specialist 1 (Natural Resources), Grade 18	1631212
Environmental Program Specialist 2 (Natural Resources), Grade 23	1631222
Environmental Program Specialist 3 (Natural Resources), Grade 27	1635310
Environmental Program Specialist 4 (Natural Resources), M-4	1635410

Brief Description of Class Series

Environmental Program Specialists (Natural Resources) develop, plan, administer, and implement programs for environmental stewardship that includes conservation of wildlife, water quality, ecology, management of invasive species; cultural resource protection; environmental education; sustainable technologies; and planning and analyzing environmental programs including environmental impact analysis, real property services, statistics and resource analysis, wilderness management and park and recreation planning services.

These positions are classified in the Department of Environmental Conservation; the Office of Parks, Recreation, and Historic Preservation; and the Adirondack Park Agency.

Distinguishing Characteristics

Environmental Program Specialist 1 (Natural Resources): full performance level; performs carrying capacity assessments against environmental factors and considering environmental capacity goals, State Environmental Quality Review Act (SEQRA) compliance activities, and ADA compliance project review; develops project work plans and obtains permits and approvals; and participates in outreach projects and presentations.

Environmental Program Specialist 2 (Natural Resources): first level supervisors; manages higher level environmental planning and review procedures; develops and conducts workshops and training; and ensures regulatory requirements, including Federal Energy Regulatory Commission (FERC) and SEQRA, are met and complied with.

Environmental Program Specialist 3 (Natural Resources): section supervisor; reviews work and sets priorities for program units; reviews performance of unit supervisors; and oversees monitoring of agency operations to determine natural,

cultural, and recreational resources used and recommendations for improvement of resource use.

Environmental Program Specialist 4 (Natural Resources): bureau chief; responsible for developing and implementing 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 function in one or in various Environmental Quality/Remediation program areas, 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.

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 (Natural Resources) 1

Leads planning and implementation on agency initiatives, including unit management plans, recreation management plans, natural resource protection projects, and State land master plan.

- Drafts or collects information for relevant work plans.
- Performs field work to collect information or implement plan objectives.

Oversees the preparation of appropriate documentation, including GIS maps and written text, diagrams, and photographs.

Engages in regular communication with easement landowners, regional stakeholders, and any other affected parties.

Reviews work plans and activities for conservation and preservation analysis.

- Reviews plans or certification documents for completeness.
- Verifies that field activities are conducted in accordance with applicable terms and conditions.
- Establishes analysis parameters and tests those parameters.
- Prepares and assembles coverages necessary to conduct analysis.
- Collects and solicits data needed for the analysis.
- Prepares maps depicting the analysis results.

Participates in outreach projects and presentations involving partners, stakeholders, and local schools and universities.

May supervise subordinate technical staff.

Environmental Program Specialist (Natural Resources) 2

Manages difficult or sensitive environmental planning and review procedures.

Develops and completes environmental assessments (EAFs) and ensures permit and wetland reviews are completed.

Interprets and provides technical guides and definitions.

Develops computer databases and tracking programs related to program reports and records.

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

Reviews unit management plans and advances them for approval.

Develops relationships with regional managers and park design and planning teams for statewide planning of parks and recreation and educational areas to ensure additional regulatory requirements are met and complied with.

Environmental Program Specialist (Natural Resources) 3

Reviews work and sets priorities for program units.

Meets with unit supervisors on a weekly basis for reporting, planning and coordination of programs and projects.

Evaluates staff work products to determine if the products comply with existing State and federal regulations and meet required reporting protocols.

Reviews performance of unit supervisors and makes recommendations on personnel issues including classification actions, duties descriptions, and position qualifications and examination planning.

Oversees the review and approval of expenditures for stewardship projects and other efforts to protect and enhance natural resources and biodiversity.

Oversees development of agency sustainability initiatives that include adoption of energy efficient technologies, green building design, selection and use of fuel-efficient vehicles, and procurement of green products.

Oversees monitoring of agency operations to determine resources used and recommendations for improvement of resource use.

Identifies natural resource grant and research opportunities and assigns staff to write environmental management grant proposals.

Reviews and approves grant and research proposals.

Identifies opportunities and provides recommendations concerning environmental education, interpretation, and training needs.

Oversees development of public natural resource messages and internal natural resource training curricula.

Develops performance programs and standards for unit supervisors.

Environmental Program Specialist (Natural Resources) 4

Manages and directs the activities of an entire bureau comprised of multiple work units.

Ensures activities are focused to accomplish effective management of statewide programs for environmental stewardship, sustainability, environmental education, real property services, environmental analysis, statistics and resource analysis, and planning.

Prepares short- and long-range goals, objectives and plans for agency activities and priorities.

- Sets goals for each area of responsibility within the Division.
- Determines policies that need to be developed or revised to implement the short- and long-range plans for the Division's areas of responsibility.
- Assigns duties, responsibilities and activities to the Bureau heads to further the accomplishment of short- and long-range plans for the division.

Oversees the development and administration of multiple Memoranda of Understanding (MOU's) and Memoranda of Agreement (MOA's) with various federal and State agencies, and colleges and universities.

Oversees the development and administration of multiple contracts with federal and State agencies, as well as academia, non-governmental organizations, and private for-profit entities.

Oversees the development and implementation of major initiatives and policy issues by providing general direction to subordinate staff.

Develops and submits the budget and spending plan to ensure that staffing and funding resources are adequate to effect implementation of the division's programs.

- Reviews and approves budget and spending plans and staffing plans submitted by Environmental Program Specialists 3 (Natural Resources) for assigned bureaus and units.
- Oversees development and submission of grant proposals by division staff to expand resources and programs.

Renders policy decisions regarding allocation of resources and program delivery by negotiating and consulting with staff and staff in other State and federal agencies, including but not limited to: the Department of Environmental Conservation, the Department of State, the Department of Health, the United States Environmental Protection Agency, the National Park Service, the United States Fish & Wildlife Service, the Army Corp of Engineers, as well as non-governmental organizations and advocacy groups such as the National Audubon Society, the Nature Conservancy, and Parks and Trails NY.

Reviews and develops proposed legislation impacting agency programs.

- Assesses and comments on proposed legislative actions.
- Determines if draft legislation should be supported or opposed and drafts the agency position statement for submission to counsel.
- Prepares draft legislation regarding Division program areas.
- Presents proposed legislation to Deputy Commissioner for resources and partnerships, counsel and other Executive Staff.

Develops and initiates responses to high-level requests for information and/or resolution of problems by the Executive Staff, legislators, congressional representatives, local government officials, and recreation organizations, groups and associations.

Supervises subordinate Environmental Program Specialists 3 (Natural Resources).

- Develops performance programs and standards for Environmental Program Specialists 3 (Natural Resources).
- Meets with staff on a weekly basis for reporting, planning and coordination of programs and projects.
- Evaluates work products of bureaus to determine if the products comply with existing State and federal regulations and meet required reporting protocols.
- Evaluates supervisory, program management, and planning skills and abilities and provides feedback on performance.

Represents the Commissioner or the Deputy Commissioner for resources and partnerships, as needed, on national, State, or special interest group committees, work groups, or at meetings regarding environmental stewardship or planning and analysis issues or concerns.

Minimum Qualifications

Environmental Program Specialist 1 (Natural Resources)

Open Competitive: bachelor's degree in natural resources or closely related field and satisfactory completion of a two-year traineeship.

Environmental Program Specialist 2 (Natural Resources)

Promotion: one year of service as an Environmental Program Specialist 1 (Natural Resources).

Environmental Program Specialist 3 (Natural Resources)

Promotion: one year of service as an Environmental Program Specialist 2 (Natural Resources).

Environmental Program Specialist 4 (Natural Resources)

Promotion: one year of service as an Environmental Program Specialist 3 (Natural Resources).

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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