

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

Occ. Code 1631300

Assistant Environmental Program Director, M-5	1631300
Environmental Program Director, M-6	1631310

Brief Description of Class Series

Assistant Environmental Program Directors and Environmental Program Directors oversee a major statewide environmental program. Incumbents direct activities for multiple bureaus within an environmental program.

These positions are in the competitive and non-competitive jurisdictional classes, and are found only at the Department of Environmental Conservation.

Distinguishing Characteristics

Assistant Environmental Program Director: assistant director; assists in overseeing the operations and activities of a major environmental program; improves performance of program operations.

Environmental Program Director: non-competitive; director with overall responsibility for the management of a major environmental program; develops policies for statewide environmental programs.

Illustrative Duties

Assistant Environmental Program Director

Manages a staff of professional, technical, and support positions that may include coordination of project based, multi-disciplinary staff; acts on behalf of an Environmental Program Director in their absence, and assists in the coordination of all offices that perform functions related to the Division's operations; oversees the implementation of policies and procedures to ensure that they are uniformly and consistently applied to operations and that the goals and objectives of management are achieved; collaborates program activities with other program areas to meet the goals and objectives of the Department, and communicates policies and directives to bureau directors; recommends overall program-related priorities and objectives, and monitors program area's operational activities and suggests policy and procedure changes to better meet goals; attends hearings to answer questions and participates in hearings and conferences to explain and defend a program's technical and administrative

requirements; and assists the director in the development and administration of the annual budget.

Environmental Program Director

In addition to performing the duties of an Assistant Environmental Program Director, plans and directs the activities of an environmental program; prepares the annual budget, determines resource needs, and allocates resources and monitors the effective use of such resources; administers systems for the development of rules, regulations, and procedures for the protection, management, and enhancement of the State's environmental resources; directs the preparation of mandated reports; provides technical assistance and testimony to Department of Law, and other organizations, as directed; assists in the development of legislation; represents the State on various interstate and national boards and commissions, and professional conferences; establishes and maintains relationships with other governmental agencies, boards, commissions, and groups concerned with environmental resource management programs; and ensures strong communication between Main Office and regional staff in and across program areas.

Minimum Qualifications

Assistant Environmental Program Director

Promotion: one year of service in a position allocated to either Grade 31 or M-4 or higher at the Department of Environmental Conservation.

Open-Competitive: a bachelor's degree or higher and eight years of experience in the development or enforcement of environmental laws, regulations, policy, education, and planning for one or more of the following areas: air, land, water or environmental remediation; habitat management and restoration; species management and propagation; land use regulation, public space acquisition, public property management; mining; or mined land reclamation. Three years of this experience must include responsibility for the supervision of employees including administering employee evaluations and review of programs; preparing and implementing annual budgets and work plans; and managing allocated fiscal resources.

Environmental Program Director

Non-Competitive: bachelor's degree and nine years of professional experience in a field related to environmental conservation, environmental protection, or natural resources. Four years of the experience must include management experience. The management experience must include responsibility for implementation of program goals and objectives within established budgets and supervision or coordination of staff to achieve specific objectives.

Substitutions: a master's degree may substitute for one year of the non-management experience; and a Ph.D. may substitute for two years of the non-management 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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