

## New York State Department of Civil Service

### DIVISION OF CLASSIFICATION & COMPENSATION

#### Classification Standard

**Occ. Code 1772100**

<b>Coastal Resources Specialist 1, Grade 18</b>	<b>1772100</b>
<b>Coastal Resources Specialist 2, Grade 23</b>	<b>1772200</b>
<b>Coastal Resources Specialist 3, Grade 25</b>	<b>1772300</b>
<b>Coastal Resources Specialist 4, Grade 27</b>	<b>1772400</b>

#### Brief Description of Class Series

Coastal Resources Specialists manage planning and construction projects undertaken by waterfront communities and local organizations to advance economic development and protect natural resources. They provide technical assistance to local governments, State and federal agencies, and review projects and activities by federal and State agencies for consistency with the State's Coastal Management Program. These positions are classified only in the Department of State.

#### Distinguishing Characteristics

*Coastal Resources Specialist 1:* full performance level; independently manages or reviews for consistency small and medium projects and provides technical services within established policies and guidelines; may assist and/or participate in larger, more complex projects or technical service activities.

*Coastal Resources Specialist 2:* first level supervisor in a unit consisting of one or more Coastal Resources Specialists 1; participates in complex projects and serves as a technical expert in a specific program area. A position may be non-supervisory if the incumbent serves as the technical expert in a very specific and highly technical field.

*Coastal Resources Specialist 3:* supervises two or more work units headed by Coastal Resources Specialists 2; coordinates activities between units, and State and local agencies; and represents the agency on regional boards and commissions.

*Coastal Resources Specialist 4:* under the direction of a Community Infrastructure Manager 1, supervises two or more Coastal Resources Specialist 3 in the management of Division activities and priorities.

## Related Classes

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 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.

Local Government Specialists are professionals responsible for providing education, training, and technical and project development assistance to local municipal officials on a variety of local government matters, including land use planning and zoning; administration and management; local government efficiency; shared services and consolidations; and community and economic development. Incumbents research, analyze, propose and implement resolutions to programmatic and public policy issues that affect local governments in New York State.

## Illustrative Duties

### *Coastal Resources Specialist 1*

Prepares and monitors the implementation of projects to ensure compliance with State and federal laws.

Evaluates proposed federal and other State agencies actions for consistency with the State's coastal policies.

Advises municipalities on developing and financing waterfront projects, preparing special land and water use regulations for waterfront areas, obtaining State and federal permits for waterfront projects, and developing management programs for watersheds and other areas with high coastal resource values.

Develops and monitors projects, activities, and programs to implement coastal policies dealing with shore erosion, flooding, non-point pollution, fish and wildlife habitat restoration, urban waterfront redevelopment, public access, scenic quality or harbor management.

Assists in developing regional coastal management plans.

Reviews funding applications for projects and makes appropriate recommendations to higher level staff.

Assists communities in preparing contracts and other project documents.

Conducts on-site visits to monitor contracts and review projects.

### *Coastal Resources Specialist 2*

Analyzes the need for and type of waterfront projects.

Prepares requests for proposals for selected implementation projects.

Develops consultant selection criteria for projects and reviews bids against the criteria.

Recommends consultants for projects.

Supervises the preparation of project contracts and prepares work programs.

Monitors project progress and ensures that contractual obligations are met and objectives are achieved.

Develops guidelines, instructions and informational materials for preparing and implementing projects.

May perform the full range of supervisory responsibilities.

May also perform all the duties and responsibilities of a Coastal Resources Specialist 1.

### *Coastal Resources Specialist 3*

Supervises two or more Coastal Resources Specialists 2.

Assigns work according to established priorities and within budgeted resources.

Oversees the analysis, evaluation, and processing of work performed by technical staff.

Coordinates efforts between State and local agencies.

Directs the preparation of technical reports.

Develops and maintains guidelines and other criteria for preparing informational and educational materials.

Assists in reviewing and preparing legislation.

Participates in public hearings and serves as the Department's representative on boards and commissions.

Serves as moderator, speaker or panel participant at meetings.

Conducts on-site visits of controversial development projects.

May also perform all the duties and responsibilities of lower-level Coastal Resources Specialists.

#### *Coastal Resources Specialist 4*

Supervises two or more Coastal Resources Specialists 3.

Establishes priorities, allocates resources, develops work plans, and performs analysis of current and future program needs.

Develops procedures for Division activities and resolves complex problems.

Coordinates the efforts of the Division with other Divisions and other local, State and federal agencies.

Conducts required public hearings on projects.

Directs the review and evaluation of legislation, budgets, programs, and policies.

Initiates research of trends and developments and makes recommendations.

Oversees program evaluations and prepares comprehensive reports required by funding agencies.

Interprets rules, regulations, statutes, procedures, and policies.

Conducts special studies and supervises the preparation of informational materials.

Establishes and maintains effective relationships with public and private interest groups and officials.

Represents the Department on various interagency task forces and interstate committees.

May also perform all the duties and responsibilities of lower-level Coastal Resources Specialists.

## Minimum Qualifications

### *Coastal Resources Specialist 1*

Open Competitive: Six years of experience managing planning and/or construction projects undertaken by waterfront communities and local organizations to advance economic development and protect natural resources. This includes developing, reviewing, or implementing plans and documentation or projects that address climate resiliency, or protect, restore, or develop land, water or other resources in coastal areas or other waterfront locations; and may include experience reviewing or developing environmental regulatory documentation or environmental or biological field work.

OR four years of the experience described above and completion of a two-year traineeship.

Substitution: An associate degree may substitute for two years of experience; a bachelor's degree may substitute for four years of experience; a master's degree may substitute for five years of experience; or a doctorate may substitute for six years of experience.

### *Coastal Resources Specialist 2*

Promotion: one year of permanent service as a Coastal Resources Specialist 1.

### *Coastal Resources Specialist 3*

Promotion: one year of permanent service as a Coastal Resources Specialist 2.

### *Coastal Resources Specialist 4*

Promotion: one year of permanent service as a Coastal Resources 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 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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