

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

Classification Standard

Occ. Code 2854800

Assistant Regional Director Environmental Conservation, M-5	2854800
Regional Director Environmental Conservation, M-6	2854900

Brief Description of Class Series

Positions in this series execute the programs of the Department of Environmental Conservation for law enforcement and legal affairs, regulation, fish and wildlife resources management, environmental quality, lands and forests management, and community relations within a specific region of the State.

These positions are classified only in the Department of Environmental Conservation.

Distinguishing Characteristics

Assistant Regional Director Environmental Conservation: non-competitive; assists in overseeing the operations and activities of all programs within a regional office; improves the performance of program operations.

Regional Director Environmental Conservation: non-competitive; establishes priorities and procedures for scheduling and performing field operations based on immediate needs and consistent with Department policies and priorities.

Illustrative Tasks

Assistant Regional Director Environmental Conservation

Manages a staff of professional, technical, and support positions that may include coordination of project based, multi-disciplinary staff.

Assists in the coordination of all divisions that perform functions related to the regional 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 on regional activities with all program areas to meet goals and objectives.

Communicates policies and directives to regional staff.

Monitors operations 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 technical and administrative requirements.

Establishes priorities and procedures for scheduling and performing field operations based on immediate needs and consistent with policies and priorities.

Establishes methods to ensure consideration of program interests in assessing the environmental impact of all programs and projects administered in the region.

Regional Director Environmental Conservation

Performs the duties of an Assistant Regional Director Environmental Conservation and oversees and coordinates Department programs within the region and ensures their effective implementation.

Reviews and approves orders for pollution abatement and other enforcement orders in the name of the Commissioner of DEC.

Approves local health department plans for administering environmental quality programs.

Establishes and maintains relationships with local planning, conservation, and environmental organizations.

Develops plans and procedures for administering new programs in the region.

Confers with interstate, federal, and local environmental agencies to coordinate intergovernmental environmental service and control responsibilities in the region.

Minimum Qualifications

Assistant Regional Director Environmental Conservation

Non-competitive: bachelor's degree and eight years of experience in a field related to environmental conservation, protection, or natural resources. Three years of the experience must have been managerial and included responsibility for implementation of program goals and objectives within the established budgets, and supervision or coordination of staff to achieve specific program objectives.

Regional Director Environmental Conservation

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

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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