

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

Classification Standard

*Occ. Code 1625100*

<b>Environmental Health Program Manager 1, Grade 27</b>	<b>1625100</b>
<b>Environmental Health Program Manager 2, M-3</b>	<b>1625200</b>
<b>Environmental Health Program Manager 3, M-4</b>	<b>1625300</b>
<b>Environmental Health Program Manager 4, M-5</b>	<b>1625400</b>

Brief Description of Class Series

Environmental Health Program Managers are located in the Department of Health, Center for Environmental Health, and lead technical and scientific programs engaged in preventive health such as public water supply protection, radiation safety; food protection and community sanitation, environmental health risk assessment, hazardous site remediation, occupational health, and risk communication.

Distinguishing Characteristics

Environmental Health Program Managers 1 and 2 serve as Program Directors, and Environmental Health Program Managers 3 and 4 serve as Bureau Directors; leading focused environmental health programs. The Program Manager receives general administrative supervision and serves as the Center/Department expert in their particular field, routinely exercising independence in their daily operations. The level of Program Manager is determined by the size, scope and level of scientific knowledge required for the programs existing in the bureau.

Related Classes

Public Health Engineers are assigned to either the central office, regional office, or a field office in the Department of Health; and train, advise, and provide technical guidance to representatives of all levels of government as well as citizen groups, regulated facilities, other professionals, and the general public. Incumbents apply professional engineering knowledge, skills, and judgment in one or more environmental health programs.

Chief Sanitarians direct environmental health programs by applying the principles of biological and physical sciences and the skills of assessing environmental features to maintain, protect, and improve the health and safety of the public. Incumbents develop environmental standards, conduct inspections, educate and inform the public, act as a regulatory agent, testify as expert witnesses, obtain correction of violations through informal or formal hearings, train facility operators

and facility and local health personnel to respond to public health emergencies, conduct epidemiological investigations, investigate serious injuries and deaths, assess public health problems, provide technical assistance, and recommend preventive measures.

### Illustrative Tasks

#### *Environmental Health Program Managers 1, 2, 3, And 4*

- Direct a focused technical/scientific, environmental health regulatory or applied research program designed to protect the public health from environmentally related risks.
- Plan, evaluate and manage the program to incorporate the highest and most up-to-date knowledge and standards of scientific/technical/medical public health practice.
- Develop Program or Bureau goals, priorities, strategies, program activities, and performance measures.
- Collaborate with other state, local, federal, and private organizations in the relevant environmental health area.
- Provide technical advice and direction to bureau section chiefs and program managers.
- Provide expert advice to policy makers in critical problem solving or emergency response
- situations and in legal, legislative, and regulatory development activities.
- Manage the collection and analysis of technical information relevant to the bureau's programs and design initiatives and intervention strategies to reduce risk from environmental hazards.
- Represent the Department as spokesperson and liaison on program areas at public meetings, interagency meetings, and with environmental health advocacy, industry/business groups, and the media.
- Serve on scientific/technical advisory boards at the national level for public health/environmental health agencies, including the Centers for Disease Control and Prevention, the Nuclear Regulatory Commission, the Environmental Protection Agency, the Agency for Toxic Substances and Disease Registry (ATSDR), the National Academy of Science, and various national associations of environmental health disciplines.

## Minimum Qualifications

### *Environmental Health Program Manager 1*

Open Competitive: Bachelor's degree in biology, chemistry, biochemistry, geology, engineering, geochemistry, industrial hygiene, natural science, physical science, environmental science, or public health and four years of professional work experience with primary responsibility for investigating, assessing, or controlling the human health impacts of environmental or occupational exposures to chemical, biological or radiological agents, or physical hazards. Two years of this experience must have included technical leadership\* and supervision of technical/professional staff in a governmental agency.

### *Environmental Health Program Manager 2*

Open Competitive: Bachelor's degree in one of the fields noted above and five years of professional work experience as described above. Three years of this experience must have included technical leadership\* and supervision of technical/professional staff in a governmental agency.

### *Environmental Health Program Manager 3*

Open Competitive: Bachelor's degree in one of the fields noted above and six years of professional work experience as described above. Three years of this experience must have included technical leadership\* and supervision of technical/professional staff in a governmental agency.

### *Environmental Health Program Manager 4*

Open Competitive: Bachelor's degree in one of the fields noted above and seven years of professional work experience as described above. Three years of this experience must have included technical leadership\* and supervision of technical/professional staff in a governmental agency.

For each title, a master's degree in a noted field may be substituted for one year of the general experience and a Ph.D. in a noted field may be substituted for two years of the required general experience.

\*Technical leadership must have included responsibility for scientific/technical development, implementation, and ongoing evaluation of program operations, staffing and staff development, program planning, and policy development and analysis.

**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.

Date: 6/2015