

I. DESCRIPTION OF WORK

Positions in this banded class perform technical and professional assignments in the coordination of environmental programs, environmental planning, impact assessment, inspection of environmental facilities or systems, and/or design and conduct scientific studies. Work is multi-disciplinary and assignments address moderately complex environmental issues, problems, and/or projects. Work may involve the review and evaluation of existing data, facilities, and/or systems; collection of data; research of literature and/or consultation with professionals in the field; and/or the evaluation of environmental issues, problems, and new or revised regulations. Scientific studies involve participation in project objectives; determining and/or adapting procedures; and collecting, analyzing and interpreting data. Work requires report writing, including the accurate recording of data collected. Positions provide technical guidance to others. Positions may supervise the work of others. Program areas of assignment may include one or more of the following: environmental audits and compliance management; environmental management in areas such as water and air quality, emergency response, recycling coordinator, etc.

II. ROLE DESCRIPTIONS BY COMPETENCY LEVEL

Contributing	Journey	Advanced
<p>Positions at this level perform technical and professional assignments in the coordination of environmental programs, the inspection of environmental facilities or systems, environmental planning, and/or impact assessment. Work assignments address routine environmental issues, problems, and/or projects. Work may involve the review and evaluation of existing data, facilities, and/or systems; collection of data; research of literature and/or consultation with professionals in the field; and/or the evaluation of environmental issues, problems, and new or revised regulations. Work requires report writing, including the accurate recording of data collected. May provide technical guidance to others</p>	<p>Positions at this level independently perform technical and professional assignments in the coordination of environmental programs, the inspection of environmental facilities or systems, environmental planning, impact assessment, and/or design and conduct scientific studies. Work is multi-disciplinary and assignments address moderately complex environmental issues, problems, and/or projects. Work may involve the review and evaluation of existing data, facilities, and/or systems; collection of data; research of literature and/or consultation with professionals in the field; and/or the evaluation of environmental issues, problems, and new or revised regulations. Scientific studies involve participation in project objectives; determining and/or adapting procedures; and collecting, analyzing and interpreting data. Work requires report writing, including the accurate recording of data collected. Provides technical guidance to others. May supervise the work of others.</p>	<p>Positions at this level perform highly technical and professional assignments in the coordination of complex environmental programs, in the inspection of environmental facilities or systems, environmental planning, impact assessment, and/or design and conduct scientific studies. Work is multi-disciplinary and assignments address complex environmental issues, problems, and/or projects. Work may involve the review and evaluation of existing data, facilities, and/or systems; collection of data; research of literature and/or consultation with professionals in the field; and/or the evaluation of environmental issues, problems, and new or revised regulations. Scientific studies involve participation in project objectives; determining and/or adapting procedures; and collecting, analyzing and interpreting data. Work requires report writing, including the accurate recording of data collected. Manages the work of others.</p>

III. COMPETENCIES

Competency	Definition
Knowledge-Technical	Knowledge of the environmental program procedures, methods, and practices and their application to specific situations, and knowledge of environmental area(s) of assignment. Ability to keep current in equipment and standards and safety. Knowledge of specific codes and processes. Ability to use software packages to depict picture of engineering project. Specialized at the advanced level. May involve federal and state regulation knowledge and interpretation.
Environmental Program Management	Ability to coordinate and administer moderately complex and /or intricate environmental program; manage resources; monitor activities; assess environmental risks and quality control; manage multiple, concurrent projects or assignments; and supervise the work of others. Ability to identify environmental program objectives, methods, and quality control measures.
Data Collection and Analysis	Ability to perform environmental tests, procedures and experiments applying and utilizing specialized skills, knowledge and equipment of moderate complexity and/or intricacy; and modify and refine techniques and procedures to meet environmental program objectives. Ability to perform statistical analysis; interpret and evaluate results; prepare reports and/or presentations; and monitor and collect environmental data to assess accuracy, validity, and integrity.
Communication	Ability to communicate technical information regarding programs and/or regulations to individuals and groups both within and outside work unit in a manner suited to the characteristics and needs of the audience. Ability to clearly and concisely convey information orally or in writing to individuals or groups. Ability to listen and respond appropriately to others.
Leadership	Skills and abilities needed to coordinate, facilitate, and participate in a collaborative approach to the completion of tasks or assignments. Ability to supervise others.

Note: Not all competencies apply to every position/employee; evaluate only those that apply. Competency statements are progressive.

IV. COMPETENCY STATEMENTS BY LEVEL

Knowledge – Technical

Knowledge of the environmental program procedures, methods, and practices and their application to specific situations, and knowledge of environmental area(s) of assignment. Ability to keep current in equipment and standards and safety. Knowledge of specific codes and processes. Ability to use software packages to depict picture of engineering project. Specialized at the advanced level. May involve federal and state regulation knowledge and interpretation.

Contributing	Journey	Advanced
Professional skill and/or basic knowledge in environmental area(s) of assignment. Ability to keep current with developments and trends in the environmental area(s) of expertise, Knowledge of State and EPA rules and regulations. Knowledge of the environmental program procedures, methods, and practices and their application to specific situations.	Considerable professional skill and/or working knowledge in environmental area(s) of assignment.	In-depth professional skill and/or full knowledge in environmental area(s) of assignment. Ability to serve as a technical expert and resource.

Definitions:

Basic knowledge - The span of knowledge minimally necessary to complete defined assignments.

Working knowledge - The span of knowledge necessary to independently complete defined assignments to produce an effort or activity directed toward the production or accomplishments of the work objectives.

Full knowledge - The broad scope of knowledge on the job that is beyond journey competencies.

Environmental Program Management

Ability to coordinate and administer moderately complex and /or intricate environmental program; manage resources; monitor activities; assess environmental risks and quality control; manage multiple, concurrent projects or assignments; and supervise the work of others. Ability to identify environmental program objectives, methods, and quality control measures.

Contributing	Journey	Advanced
<p>Ability to coordinate and administer routine environmental program; manage resources; monitor activities; assess environmental risks and quality control; manage assignments; and may supervise the work of others.</p> <p>Ability to identify environmental program objectives, methods, and quality control measures.</p>	<p>Ability to coordinate and administer moderately complex and /or intricate environmental program; manage resources; monitor activities; assess environmental risks and quality control; manage concurrent projects or assignments; and supervise the work of others.</p>	<p>Ability to manage complex and /or intricate environmental program; manage resources; monitor activities; assess environmental risks and quality control; manage multiple, concurrent projects or assignments; and supervise the work of others.</p>

Data Collection and Analysis

Ability to perform environmental tests, procedures and experiments applying and utilizing specialized skills, knowledge and equipment of moderate complexity and/or intricacy; and modify and refine techniques and procedures to meet environmental program objectives. Ability to perform statistical analysis; interpret and evaluate results; prepare reports and/or presentations; and monitor and collect environmental data to assess accuracy, validity, and integrity.

Contributing	Journey	Advanced
<p>Ability to perform routine environmental tests, procedures and experiments requiring knowledge of program equipment.</p> <p>Ability to perform statistical analysis; summarize results; prepare reports and/or presentations; and monitor and collect environmental data to assess accuracy, validity, and integrity.</p>	<p>Ability to perform environmental tests, procedures and experiments applying and utilizing specialized skills, knowledge and equipment of moderate complexity and/or intricacy.</p> <p>Ability to modify techniques and procedures to meet environmental program objectives.</p> <p>Ability to interpret and evaluate results of statistical analysis..</p>	<p>Ability to perform environmental tests, procedures and experiments applying and utilizing specialized skills, knowledge and equipment of considerable complexity and/or intricacy.</p> <p>Ability to modify and refine techniques and procedures to meet environmental program objectives.</p> <p>Ability to review the work of others.</p>

Communication

Ability to communicate technical information regarding programs and/or regulations to individuals and groups both within and outside work unit in a manner suited to the characteristics and needs of the audience. Ability to clearly and concisely convey information orally or in writing to individuals or groups. Ability to listen and respond appropriately to others.

Contributing	Journey	Advanced
<p>Ability to communicate inspection, planning and design results and recommendations effectively to mid-level managers and administrators verbally, followed by a written report.</p> <p>Ability to convey general rules and regulations to campus clients</p> <p>Ability to deliver routine training on a regularly scheduled basis for assigned work units.</p> <p>Ability to disseminate educational information tools to aide in educational awareness.</p>	<p>Ability to interpret inspection, planning and design results and recommendations effectively to higher-level administrators.</p> <p>Ability to implement recommendations.</p> <p>Ability to interpret rules and regulations based on campus inquiries.</p> <p>Ability to design and develop training programs; coordinate and train others in area of assignment to meet the level of the audience.</p> <p>Ability to design and develop educational materials of moderate complexity or for a specialized area.</p>	<p>Ability to communicate major investigation and actions, internal and external to the organization.</p> <p>Ability to interpret regulations in technical area of expertise for others both internal and external to the organization, including the media.</p> <p>Ability to utilize significant technical expertise to serve as Subject Matter Expert in developing and implementing new or original programs</p> <p>Ability to evaluate effectiveness of the training programs.</p> <p>Ability to analyze and identify specialized environmental standards and educational resources requiring significant analysis to determine training materials and communication methods.</p>

Leadership

Skills and abilities needed to coordinate, facilitate, and participate in a collaborative approach to the completion of tasks or assignments. Ability to supervise others.

Contributing	Journey	Advanced
<p>Ability to serve as a member on a program/project team and helps develop project solutions.</p> <p>Ability to serve as a team leader.</p> <p>Ability to promote program goals and objectives.</p>	<p>Ability to develop and manage program/project plan.</p> <p>Ability to provide consultation on issues and requests from clients.</p> <p>Ability to consult with higher-level professionals to discuss alternative solutions.</p> <p>Ability to supervise staff, if necessary.</p> <p>Ability to develop and implement short-term strategies consistent with program goals.</p>	<p>Ability to provide program/project leadership in planning and organizing the work of others.</p> <p>Ability to work collaboratively to manage issues.</p> <p>Ability to evaluate and recommend resource needs.</p> <p>Ability to consult with senior level decision-makers on an on-going basis.</p> <p>Ability to participate in the development of long-range strategic goals.</p> <p>Ability to build client support of work group objectives.</p>

V. MINIMUM TRAINING & EXPERIENCE

Bachelor’s degree in an agriculture, biological, engineering, environmental, natural resources sciences or related discipline and one year of experience that demonstrates possession of the competencies necessary to perform the work; or equivalent combination of training and experience. All degrees must be received from appropriately accredited institutions.

Note: This is a generalized representation of positions in this class and is not intended to identify essential work functions per ADA. Examples of competencies are primarily those of the majority of positions in this class, but may not be applicable to all positions.