

## **OCCUPATIONAL GROUP: Environment and Natural Resources**

### **CLASS FAMILY: Environmental Resource Programs**

#### **CLASS FAMILY DESCRIPTION:**

**This job family includes positions where the duties involve: (1) providing advice and assistance to state and local government agencies on matter relating to the development, execution, and maintenance of adequate environmental protection plans and programs, and the development and review of related grant proposals; (2) reviewing, analyzing and recommending modifications where necessary, of plans developed to implement various provisions of state and federal environmental standards; (3) developing and analyzing data and preparing reports relating to responsiveness of implementation plans for state environmental protection programs, the type and level of local and regional environmental planning and similar activities; (4) reviewing, analyzing, and coordinating preparation of, or preparing comments on environmental impact statements; (5) developing and/or analyzing proposals for new or revised environmental protection regulations and determining their impact on air, water, and land resources; and (6) conducting studies and inspections to identify environmental problems, and performing analytical work which contributes to the effectiveness of environmental plans, programs, and methods. The work requires the exercise of discretion and independent judgment in application of knowledge of the principles, practices, and techniques of environmental planning and protection.**

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#### **CLASS TITLE: Environmental Technical Associate 1**

#### **DISTINGUISHING CHARACTERISTICS:**

These positions perform technical work in the field of environmental regulation to assure that environmental sites are in compliance with state and federal regulations. They perform field analysis or environmental remediation at designated sites. Extensive travel may be required. Travel over difficult terrain and in inclement weather may be required. Perform related work as required.

**EXAMPLES OF WORK:** *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Conducts field laboratory analysis of designated sites on a prescribed schedule.
- Treats sites appropriately to insure compliance with permit requirements.
- Maintains records of tests performed and inventory of supplies.
- Performs preventive maintenance checks and services on equipment, vehicles and facilities.
- Monitors environmental enforcement data collection and report preparation through an automated tracking system.
- Compiles/prepares technical reports from information submitted and/or tracking data for supervisor(s) and/or legal requirements.

- Performs complex field laboratory analysis of designated sites.
- Repairs and calibrates monitoring equipment.
- May set up or remove monitoring equipment from designated sites.
- May conduct site tours at treatment sites for schools and environment groups.
- May handle toxic or hazardous chemicals.
- May operate four-wheel drive vehicles.
- May supervise employees.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of field laboratory analysis methods.
- Knowledge of permit requirements and the policy and procedures of the agency.
- Knowledge of monitoring equipment and vehicles used.
- Knowledge of the procedures for handling toxic/hazardous chemicals.
- Skill in the use of a computer for collecting and transmitting data.
- Ability to maintain records.
- Ability to operate a four-wheel drive vehicle.

**MINIMUM QUALIFICATIONS:**

**Education:** High school graduation or the equivalent.

**Experience:** 6 months to 2 years of full-time or equivalent part-time paid experience in technical or paraprofessional work related to the job family.

**Education & Experience Substitution:** Successful completion of an associate degree in related to the job family may be substituted for the required experience on a year-for-year basis.

**Certificates, Licenses, Registrations:** A valid driver's license is required.

**CLASS TITLE: Environmental Technical Associate 2**

**DISTINGUISHING CHARACTERISTICS:**

These positions perform complex paraprofessional work assisting professional staff in the areas of permitting and environmental enforcement in the Department of Environmental Protection. They are responsible for the initial review of various mining, air quality, oil and gas, and waste and water permit applications including but not limited to: surface mining permits, permit renewal, permit transfer/assignment or sale, dam transfer permits, quarry transfer permits, operator assignment permits, annual bonding or incremental bonding applications. They apply state and federal statutes and regulations, policies and procedures in the area of assignment. Perform related work as required.

**EXAMPLES OF WORK:** *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Conducts preliminary review of assigned sections of surface mine permit applications and of mine transfers, dam transfers, quarry transfers, operator assignment, quarry annual bonding, oil and gas permits, air quality permits, water and waste permits, incremental bonding and permit renewal applications; assures that the applications and appended documents meet the permit process requirements.

- Accesses the Department of Environmental Resources database programs and other state and federal government databases; compiles information to create reports.
- Collects, analyzes and evaluates data for compliance.
- Determines compliance with regulations or acceptability within context of applicable standards.
- Reviews permit histories and permit activity for the general public and Department of Environmental Protection personnel.
- Ensures applicant is in compliance with federal and state agencies.
- Reviews bonding information.
- Advises applicants on changes in operational and procedural policies, regulations, and guidelines, and answer questions regarding those changes.
- Monitors procedures for effectiveness and efficiency.
- Devises new or updates existing forms, paper and/or electronic which support permit or other operations.
- Assists in development of regulations, standards and procedures as appropriate.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of or ability to learn rules, regulations, policies and procedures of the Department of Environmental Protection that are applicable to area of assignment.
- Knowledge of basic numerical data, and techniques for organizing and presenting data.
- Skill in reading and comprehending material such as permits, transfers, bonds, leases, and right of way agreements.
- Ability to collect and compile accurate information from various sources.
- Ability to evaluate situations and use sound judgment in decisions related to the functional area.
- Ability to lead the work of others.
- Ability to communicate effectively, both orally and in writing.
- Ability to develop and maintain good working relationships with a wide variety of organizations, agencies, and individuals.
- Ability to evaluate existing programs and make recommendations to implement, improve and revise programs.

#### **MINIMUM QUALIFICATIONS:**

**Education:** High school graduation or the equivalent.

**Experience:** 4 years of full-time or equivalent part-time paid experience in paraprofessional or responsible clerical office support work in the acquisition, preservation and enhancement of environmental/natural resources.

**Education & Experience Substitution:** Any combination of experience as described above and successful completion of college course work from a regionally accredited four-year college or university towards a major in chemistry, physics, geography, biology, economics, engineering, environmental studies, natural science, or archaeology may be substituted through an established formula on a year-for-year basis for the required experience.

**Certificates, Licenses, Registrations:** A valid driver's license is required.

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## **CLASS TITLE: Environmental Resources Associate**

### **DISTINGUISHING CHARACTERISTICS:**

These positions work under direct supervision in a training and/or beginning level in the following areas: (1) Work at a training level in the performance of technical and field inspection work in environmental protections programs, determines compliance with applicable laws, regulations, permits, best management practices, and/or contracts within an assigned region of the state. (2) Perform beginning level professional work in a specialty area in the acquisition, preservation, management and enhancement of the state's environmental/natural resources; or, in a varied number of energy activities in the state; may work in one or more specialty areas: delivery of technical energy efficiency, renewable or fossil energy program management. Travel over difficult terrain and incumbent weather may be required. Perform related work as required.

**EXAMPLES OF WORK:** *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Assists higher level specialists in collection and review of technical/scientific data related to environmental/natural resources quality; assists in preparing detailed statistical/narrative reports.
- Conducts field inspections to identify pollution sources, monitor contract activities and to assess environmental/natural resources quality impact.
- Assists in the development and implementations of federal and state funded energy programs including development and interpretation of requirements and compliance methods, interaction with grant recipients below, contract development, oversight, monitoring and verification.
- Collects data, composes and compiles statistical and narrative reports relating to operational and comprehensive plans.
- Consults on the technical development of grants, grant proposals and programs relating to the area of assignment.
- Conducts field inspections to monitor contract activities and to assess environmental/natural resources impacts for highway projects that have impacted wetlands or streams; collect data, compose and compile statistical/ narrative reports relating to monitoring of wetlands and streams.
- Learns to perform assigned duties under the guidance of a trained inspector or supervisor.
- Collects samples from state waters, soil and discharges for field and laboratory analyses to determine environmental quality and compliance; documents findings.
- Makes regular inspections of sites to ascertain types of wastes produced, sources and volume of wastes, efficiency of treatment, disposal methods, compliance with laws, regulations, issued permit conditions, reclamation contracts, best management practices or to determine the condition of state waters, or to evaluate surface mining and reclamation practices.
- Investigates complaints pertaining to suspected environmental harm from point sources, nonpoint sources, or regulated facilities.
- Conducts field reviews of permit applications, contract proposals or sediment control plans.

- Determines the intervals and appropriate sites for sampling and records pertinent data concerning relevant factors.
- Inspects sites under construction and/or during operation for compliance with contracts, permits or best management practices.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of state and federal grant-in-aid and/or technical assistance programs for energy technologies and applications.
- Knowledge of the fundamental principles of the natural sciences and chemistry.
- Knowledge of current research and technical information pertinent to area of assignment.
- Knowledge of the principles, practices and objectives of the various phases of planning.
- Knowledge of the socio-economic factors involved in state, regional and community planning.
- Knowledge of mathematics and algebra.
- Knowledge of scientific sampling methods and analytical procedures.
- Knowledge of basic first-aid procedures, safety regulations and precautionary measures.
- Ability to learn state and federal laws and regulations and agency policies and procedures related to environmental protection programs.
- Ability to learn to prepare warrants to submit to the court, which court jurisdiction to approach, and how to testify effectively before the court as a witness for the state.
- Ability to learn to use and properly maintain laboratory and field monitoring equipment, motorboats, mobile radio equipment, 4-wheel drive vehicles, and cameras.
- Ability to develop state grant-in-aid or technical assistance programs.
- Ability to train local officials and interested parties in grants administration and application procedures.
- Ability to review grant applications and financial records for accuracy and compliance with established guidelines.
- Ability to collect, analyze and evaluate data and technical information in the area of assignment.
- Ability to present results of research effectively in oral, written or graphic form.
- Ability to analyze planning problems and to recommend an effective course of action.
- Ability to speak before public meetings to explain state and federal grant-in-aid and/or technical assistance programs.
- Ability to communicate effectively with a wide variety of individuals, both verbally and in writing.

#### **MINIMUM QUALIFICATIONS:**

**Education:** Bachelor's degree, related to the environmental resources, from a regionally accredited college or university.

**Experience:** None required.

**Education & Experience Substitution:** Full-time or equivalent part-time paid experience related to environmental resources may substitute for the required education on a year-for-year basis.

**Certificates, Licenses, Registrations:** A valid driver's license is required.

**Note:** Personnel engaged in activities associated with hazardous wastes risk exposure to situations or chemicals which may cause illness or injury if proper procedures are not followed.

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**CLASS TITLE: Environmental Resources Specialist 1**

**DISTINGUISHING CHARACTERISTICS:**

These positions perform full-performance level work and complex work in a specialty area. Incumbents are involved in a statewide specialty program area; or perform technical and field inspector work in environmental protection programs; or work in the area of delivery of technical energy efficiency, renewable or fossil energy program. May plan, organize and coordinate a moderately complex project in the area of assignment. Travel over difficult terrain and in inclement weather may be required. Perform related work as required.

**EXAMPLES OF WORK:** *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Develops and delivers state and federally funded technical assistance programs to meet community and industrial energy efficiency, renewable energy and fossil energy needs by designing program guidelines, eligibility criteria and performance measures.
- Collaborates with state and federal governmental officials in the development and administration of energy grant-in-aid and technical assistance programs.
- Conducts workshops and meetings for community, local government officials, industry and other interested parties on energy technologies and program initiatives.
- Develops and reviews grant-in-aid-applications for energy projects.
- Provides technical assistance to the public and industry in accessing and implementing energy technologies that address energy efficiency, renewable energy and fossil energy.
- Recommends to superiors the approval of grant requests with highest need priority after review of all applications.
- Collects samples from state waters, soil and discharges for field and laboratory analyses to determine environmental quality and compliance; documents findings.
- Makes regular inspections of sites to ascertain types of wastes produced, sources and volume of wastes, efficiency of treatment, disposal methods, compliance with laws, regulations, issued permit conditions, reclamation contracts, best management practices or to determine the condition of state waters, or to evaluate surface mining and reclamation practices.
- Discusses with public officials, private business representatives and the general public, their efforts to protect the environment and to outline pertinent statutory and regulatory obligations.
- Investigates complaints pertaining to suspected environmental harm from point sources, nonpoint sources, or regulated facilities.
- Conducts field reviews of permit applications, contract proposals or sediment control plans.
- Determines the intervals and appropriate sites for sampling, records pertinent data concerning relevant factors and interprets data collected.

- Responsible for inspections of all wells, well sites, and associated oil and gas facilities under the authority of the Office of Oil and Gas to ensure compliance with applicable laws, regulations, permits and best management practices.
- Conducts reviews of field activities, casing programs, plugging procedures and affidavits, reclamation and construction plans, and underground injection control (UIC) wells and facilities.
- Responds directly to spills and complaints; may supervise private contractors during cleanup and plugging activities.
- Conducts investigations of abandoned well sites.
- Will have decision-making authority to coordinate mitigation action.
- Provides technical expertise and assuring environmental compliance which includes all site construction and reclamation work.
- Subject to state and federal emergencies in accordance with approved emergency response procedures as well as to spills or release of pollutants, some of which may be hazardous substances.
- Collects and reviews technical/scientific data related to environmental/natural resources quality; assists in preparing detailed statistical/narrative reports.
- Conducts field inspections to identify pollution sources, monitor contract activities and to assess environmental/natural resources quality impact.
- Collects, analyzes and evaluates data in the area of assignment.
- Presents findings of studies and explains proposed plans to state and local officials and the general public.
- Collates data, composes and compiles statistical and narrative reports relating to operational and comprehensive plans.
- Consults on the technical development of grants, grant proposals and programs relating to the area of assignments.
- Implements and monitors programs supported by planning agency grants.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of energy forms and technologies, energy efficiency opportunities and renewable energy applications.
- Knowledge of state and federal grant-in-aid and/or technical assistance programs for energy technologies and applications.
- Knowledge of state and federal laws and regulations and agency policies and procedures related to environmental protection programs.
- Knowledge of the fundamental principles of the natural sciences and chemistry.
- Knowledge of mathematics and algebra.
- Knowledge of scientific sampling methods and analytical procedures.
- Skill in use and maintenance of laboratory and field monitoring equipment, motorboats, mobile radio equipment, 4-wheel drive vehicles, and cameras.
- Skill in reading and interpreting topographic maps, engineering plans, drawings and specifications, and in enforcing adherence thereto.

- Ability to apply acceptable methods, procedures and approaches to making a complete and satisfactory investigation of suspected environmental harm from point sources and nonpoint sources.
- Ability to understand statutory and regulatory procedures and agency policies and procedures, and to explain these procedures clearly and concisely.
- Ability to perform chemical field tests and interpret results.
- Ability to carry-out instructions with minimal supervision and exercise good judgment in appraising situations and decision-making.
- Ability to keep accurate records, assemble, analyze and evaluate data, prepare technical reports in a clear and concise form, including recommendations for any warranted corrective actions.
- Ability to communicate for the purpose of obtaining, imparting or exchanging information, clearly and concisely.
- Ability to walk long distances in adverse weather over rugged terrain and to lift and carry equipment for considerable distances.

**MINIMUM QUALIFICATIONS:**

**Education:** Bachelor’s degree, related to the job family, from a regionally accredited college or university.

**Experience:** 1 to 2 years of full-time or equivalent part-time paid professional experience related to the job family.

**Education & Experience Substitution:** Full-time or equivalent part-time paid professional experience as described above may be substituted for the education on a year-for-year basis; OR, a Master’s degree, related to the job family, from a regionally accredited college of university may substitute for the required experience on a year-for-year basis.

**Certificates, Licenses, Registrations:** A valid driver’s license is required.

**CLASS TITLE: Environmental Resources Specialist 2**

**DISTINGUISHING CHARACTERISTICS:** These positions perform complex professional work at the advanced level, serving as a lead worker in planning, organizing and implementing a statewide program in the area of assignment; or, may serve as a training officer performing technical and field inspection work in environmental protection programs and oil and gas programs to determine compliance with applicable laws, regulations, permits and best management practices on a statewide basis. They are responsible for planning, organizing and implementing a statewide program in the area of assignment. Typically, incumbents in this classification do not act as a full-performance supervisor over other inspectors. Travel over difficult terrain and in inclement weather may be required. Perform related work as required.

**EXAMPLES OF WORK:** *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Trains inspectors-in-training and inspectors.

- Coordinates and monitors work of inspectors-in-training and inspectors engaged in complex technical or inspection duties.
- Follows-up and evaluates performance to determine need for additional or more intensive training.
- Interprets laws, rules, regulations, contracts, engineering drawings, plans and specifications and explains such to others, and enforces the provisions thereof.
- Conducts training seminars for inspectors and other technical and professional personnel.
- Develops policies in relation to state and regional resources.
- Serves as a liaison between the division and other state and federal agencies.
- Conducts meetings of local, statewide, public and/or private agencies relating to planning programs or policies dealing with environmental concerns.
- Conducts field reviews of projects proposed, under construction, or completed, to assure environmental safeguards are being implemented.
- Collects and researches data such as air, soil and water quality from reports of federal or state agencies, permits or through field reviews of proposed or existing sites.
- Coordinates environmental analysis activity with federal and state or local agencies and recommends modifications or mitigations to reduce or alleviate aspects of the impacts.
- Consults with public officials regarding planning programs and policies.
- Acts as a liaison between agency and others involved in the process.
- Responsible for inspections of all wells, well sites, and associated oil and gas facilities under the authority of the Office of Oil and Gas to ensure compliance with applicable laws, regulations, permits and best management practices.
- Conducts reviews of field activities for casing programs, plugging procedures and affidavits, reclamation and construction plans, underground injection control ( UIC) wells and facilities.
- Responds directly to spills and complaints; supervises private contractors during abandoned well cleanup and plugging activities.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of state and federal laws and regulations, and agency policies and procedures related to environmental protection programs; specific experience-based related to the job family.
- Knowledge of the judicial system and statutory and regulatory procedures.
- Knowledge of the theory, innovations and advanced techniques in federal, state and local planning.
- Knowledge of the fundamental principles of the natural sciences and chemistry.
- Knowledge of mathematics and algebra.
- Knowledge of scientific sampling methods and analytical procedures.
- Knowledge of basic first-aid procedures, safety regulations and precautionary measures.
- Skill in use and maintenance of laboratory and field monitoring equipment, motorboats, mobile radio equipment, 4WD vehicles, and cameras.
- Skill in reading and interpreting topographic maps, engineering drawings, engineering plans and specifications, and in enforcing adherence thereto.
- Ability to formulate and administer comprehensive state and local plans.

- Ability to speak and lead discussions in seminars and training sessions.
- Ability to plan complex projects and steps for completion of complex assignments, and to guide other assigned staff in completion of such projects and assignments.
- Ability to analyze problems accurately and to adopt an effective course of action.
- Ability to plan, organize and direct the work of others.

**MINIMUM QUALIFICATIONS:**

**Education:** Bachelor's degree, related to the job family, from a regionally accredited college or university.

**Experience:** 3 to 4 years of full-time or equivalent part-time paid professional experience related to the job family.

**Education & Experience Substitution:** Full-time or equivalent part-time paid professional experience as described above may be substituted for the education on a year-for-year basis; OR, Master's degree, related to the job family, from a regionally accredited college or university may be substituted for the required experience on a year-for-year basis.

**Certificates, Licenses, Registrations:** A valid driver's license is required.

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**CLASS TITLE: Environment Resources Specialist 3**

**DISTINGUISHING CHARACTERISTICS:**

These positions perform professional work as the expert in a team environment, using complex scientific principles in researching technical issues relative to physical, chemical and biological parameters which may include, but are not limited to, the following environmental areas: air quality, land restoration, mining and reclamation, water quality and waste management. This classification is distinguished by the expert level of work in a specialized role of considerable difficulty involving responsibility for researching multiple complex issues. Typically incumbents in this classification do not act as supervisors. Perform related work as required.

**EXAMPLES OF WORK:** *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Serves as a technical expert in a specific profession and as a resource to agency leadership in the area of expertise.
- Conducts research on critical matters which may require statutory or regulatory policy modifications. Prepares reports and advises management on findings and recommendations.
- Develops internal program policies and procedures and establishes strategic standards, goals and objectives for incorporation in the agency's strategic plan.
- Develops new Department of Environmental Protection rules, as required.
- Performs research, analyzes, and summarizes data to make specific recommendations.
- Conducts special projects at management's request; prepares and presents reports.
- Keeps abreast of trends and developments in assigned programs and those in other states; provides recommendations for adapting new methods and techniques when desirable; and recommends solutions to problems.

- Attends legislative, public, and advocacy group hearings; presents information for discussion and/or decision-making purposes.
- Serves on state or interstate agency committees or represents agency in other organized groups in developing new technical standards, rules, guidance and procedures.
- Coordinates with local, state, and federal agencies on specific projects.
- Provides training to employees in statutes, rules, guidelines and technical procedures.
- Advises higher level management on problems and policies related to environmental standards (programmatic and operational issues).
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**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of the department’s mission, programs and objectives.
- Knowledge of the department’s organizational structure.
- Knowledge of environmental laws and regulations.
- Skill in oral and written communications and public speaking.
- Ability to collect, evaluate, analyze and interpret scientific or technical data.
- Ability to establish and maintain effective working relationships with others.
- Ability to conduct fact finding research and organize data into logical format for presentation in reports, documents and other written materials.

**MINIMUM QUALIFICATIONS:**

**Education:** Bachelor’s degree, related to the environmental resources, from a regionally accredited college or university.

**Experience:** 5 to 6 years of full-time or equivalent part-time paid professional experience related to environmental resources.

**Education & Experience Substitution:** Full-time or equivalent part-time paid professional experience as described above may be substituted for the education on a year-for-year basis; OR, Master’s degree, related to the job family, from a regionally accredited college of university may substitute for the required experience on a year-for-year basis.

**Certificates, Licenses, Registrations:** A valid driver’s license is required.

**CLASS TITLE: Environmental Resources Supervisor**

**DISTINGUISHING CHARACTERISTICS:**

These positions plan and supervise the work and training of subordinate field and technical subordinates to determine compliance with applicable laws, regulations, permits and the best management practices on a statewide basis. They assume an active role in the formulation and implementation of major policies, procedures and programs within their area of assignment. These positions have the authority to follow-up violations with initiation of criminal prosecution but is generally directing and assisting other less trained and experienced inspectors in appropriate enforcement procedures. Work requires travel and outside work in varying weather conditions and over difficult terrain. Incumbents are subject to emergency response. Incumbents may be assigned to an area of specialization. Perform related work as required.

**EXAMPLES OF WORK:** *(Any specific position in this class may not include all of the*

*duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Plans, assigns, coordinates and monitors work and training of subordinates engaged in complex technical and inspection duties related to environmental resources, to ensure compliance with applicable laws, regulations, permits, and best management practices.
- Consults and advises administrators concerning proposed changes in policy and work procedures.
- Interprets laws, rules, and regulations and applies such interpretation to specific cases or situations.
- Instructs, trains, advises and evaluates the work performance of assigned personnel and, technical and field personnel.
- Recommends promotions, demotions, and other personnel actions; investigates employee grievances, reports findings and recommends resolutions.
- Coordinates multi-agency reviews of permit applications.
- Represents agency at various symposiums, hearing, meetings and discussions.
- Completes reports on activities for review and approval by an administrator; assist in legal counsel in the preparation of materials for hearings in courts of law; testifies as necessary.
- Discusses with public official, private business representatives and the general public their efforts to treat, control and minimize wastes, or their efforts to control environmental impacts of regulated facilities, and outlines pertinent statutory and regulatory obligations.
- Investigates complaints of no response or unsatisfactory response to reported suspected environmental harm from the oil and gas program.
- Subject to state and federal emergencies in accordance with approved emergency response procedures as well as to spills or release of pollutants, some of which may be hazardous substances.
- Completes reports on activities for review and approval by an administrator; assists legal counsel in the preparation of materials for hearings in courts of law; testifies as necessary.
- Discusses with public officials, private business representatives and the general public their efforts to treat, control and minimize wastes, or their efforts to control environmental impacts of regulated facilities, and outlines and pertinent statutory and regulatory obligations.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of state and federal laws and regulations and agency policies and procedures related to environmental protection programs.
- Knowledge of fundamental principles of the natural sciences and chemistry.
- Knowledge of mathematics and algebra.
- Knowledge of scientific sampling methods and analytical procedures.
- Knowledge of the judicial system and statutory and regulatory procedures.
- Knowledge of basic first-aid procedures, safety regulations and precautionary measures.

- Knowledge of the principles and practices of personnel management and Division of Personnel requirements and procedures.
- Skill in use and maintenance of laboratory field and monitoring field equipment, motorboats, mobile radio equipment, 4-wheel drive vehicles and cameras.
- Skill in reading and interpreting topographic maps, engineering drawings, plans, specifications, and enforcing adherence thereto.
- Skill and effectiveness in planning and supervising the work of others.
- Ability to apply acceptable methods, procedures and approaches to making a complete and satisfactory investigation of suspected environmental harm from point sources and nonpoint sources.
- Ability to perform field chemical tests and interpret results.

**MINIMUM QUALIFICATIONS:**

**Education:** Bachelor's degree, related to the job family, from a regionally accredited college or university.

**Experience:** 6 - 7 years of full-time or equivalent part-time paid professional experience related to the job family.

**Education & Experience Substitution:** Full-time or equivalent part-time paid professional experience as related to the job family may substitute for the education on a year-for-year basis; OR, a Master's degree, related to the job family, from a regionally accredited college of university may substitute for the required experience on a year-for-year basis.

**Certificates, Licenses, Registrations:** A valid driver's license is required.

**CLASS TITLE: Environmental Resources Manager 1**

**DISTINGUISHING CHARACTERISTICS:**

These positions direct the operations of a small operational unit. Duties include direction and supervision of a small professional or technical staff. They are accountable to an administrator, manager or agency head. Perform related work as required.

**EXAMPLES OF WORK:** *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Administers an integral part of an environmental program of the state consistent with state policy and accepted principles.
- Staffs organizational unit to effect orderly, efficient and economical operations.
- Recommends and assists in preparation of legislation and administrative procedures as necessary to maintain conservation activities consistent with current needs and circumstances.
- Delivers speeches; writes articles and disseminates other informational materials to explain conservation principles and acquaint public and private organizations with mission, policies, regulations; details impact on activities; and encourages cooperation and support.

- Assists with preparation of budget and/or grant documents covering staff and equipment needs, and approves expenditures.
- Attends meetings, seminars and symposiums to maintain knowledge of technical, scientific and professional advancements in the area of assignment.
- Plans, organizes, implements, monitors and controls activities of professional, technical or scientific staff.
- Coordinates plans and programs of the section with functions and services of other divisions, offices and activities of local, state, interstate, and federal government entities, and interested parties, and seeks agreement to resolve problems and/or establish common goals.
- Negotiates utilization of resources consistent with public interest. Modifies or recommends action to revoke or suspend operational licenses or permits and may seek injunction, or civil action against violators. May initiate writs and warrants, make arrests, and/or review, recommend or develop consent agreements.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of principles and practices of the environmental area of assignment sufficient to evaluate new techniques or practices covering a range of unusual or atypical applications.
- Knowledge of relevant local, state and federal legislation; governmental relationships, organizational structure and protocols; and state legislative processes and judicial procedures as they relate to program.
- Knowledge of principles and practices of management including planning, budgeting, staffing, training, controlling and reporting.
- Knowledge of appropriate methods and techniques used in collection, organization and evaluation of technical data.
- Knowledge of the principles and practices of personnel management, budget preparation, and public administration.
- Ability to direct investigations, review technical and statistical data, recommends appropriate action based on results obtained.
- Ability to review and submit comments and recommendations relevant to proposed new or modified legislation.
- Ability to present and defend policies where dissention or opposing views may occur and agreement or compromises are desired.
- Ability to plan, direct, control, and coordinate program and activities regarding environmental development, enjoyment and hygienic preservation of nonrenewable natural resources and evaluate performance of staff.
- Ability to follow oral and written instructions, exercise sound judgment, and work under limited supervision.
- Ability to establish and maintain effective working relationships with federal, state and local officials, the general public, regulated community, supervisor, co-workers and staff.
- Ability to comprehend and interpret theory, principles, laws and regulations, policies and objectives of a scientific/technical concern.

- Ability to evaluate operational activities and emerging technology to develop plans for implementing environmental objectives or recommending administrative or policy decisions.
- Ability to exercise independent judgment, delegate authority and evaluate the results of work performed.
- Ability to keep accurate records; write reports in a clear, concise form; and present factual material and ideas effectively.

**MINIMUM QUALIFICATIONS:**

**Education:** Master's Degree from a regionally accredited college or university, related to environmental resources.

**Experience:** 4 years of full-time or equivalent part-time paid experience related to environmental resources, which 2 years must have been in a supervisory capacity.

**Education & Experience Substitution:** Experience as described above may substitute for the education requirement on a year-for-year basis.

**Certificates, Licenses, Registrations:** A valid driver's license is required.

**CLASS TITLE: Environmental Resources Manager 2**

**DISTINGUISHING CHARACTERISTICS:**

These positions manage the operations of a secondary organizational unit under the direction of the administrative officer or agency head. Duties typically include direction and supervision of administrative and managerial activities, through subordinate leaders, including a sizable professional, technical and clerical staff. Perform related work as required.

**EXAMPLES OF WORK:** *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Administers an integral part of a major environmental program of the state consistent with state policy and accepted principles.
- Staffs organizational unit to effect orderly, efficient and economical operations.
- Recommends and assists in preparation of legislation and administrative procedures as necessary to maintain conservation activities consistent with current needs and fluctuating circumstance.
- Chairs meetings, delivers speeches; writes articles and disseminates other informational materials to explain conservation principles and acquaint public and private organizations with mission, policies, regulations; details impact on activities; and encourages cooperation and support.
- Prepares budget and/or grant request documents covering staff and equipment requirements, allocates funds within organizational unit, and approves expenditures.
- Attends meetings, seminars and symposiums to maintain knowledge of technical, scientific and professional advancements in the area of assignment.
- Plans, organizes, implements, monitors and controls activities of professional, technical or scientific staff in units through subordinate leaders.

- Coordinates plans and programs of the section with functions and services of other divisions, offices and activities of local, state, interstate, and federal government entities, and interested parties, and seeks agreement to resolve problems and/or establish common goals.
- Testifies at legislative, judicial, or public hearings on behalf of the agency or as a subject-matter expert.
- Administers and enforces laws, rules and regulations regarding conservation, development, protection, enjoyment and use of natural resources of the state for maintenance of intrinsic, ecological or beneficial value.
- Negotiates utilization of resources consistent with public interest. Revokes, suspends or modifies operational licenses or permits and may seek injunction, or civil action against violators. May initiate writs and warrants, make arrests, and/or review, recommend or develop consent agreements.
- Researches new procedures and directs scientific investigations to develop plans and recommendations for development, improvement, protection, preservation, regulation and use of natural resources based on predicted outcome. Prepares studies including descriptions of status, current practices, mitigation procedures, and progress reports regarding resource conservation, utilization and recovery. Recommends standards for resource depletion.
- Develops and implements informational plans to advertise, promote and publicize state natural resources and conservation, preservation, use, and husbandry activities consistent with state plan.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of principles and practices of the environmental management sufficient to evaluate new techniques or practices covering a range of unusual or atypical applications.
- Knowledge of relevant local, state and federal legislation; governmental relationships, organizational structure and protocols; and state legislative processes and judicial procedures as they relate to program.
- Knowledge of principles and practices of management including planning, budgeting, staffing, training, controlling and reporting.
- Knowledge of the principles and practices of personnel management, budget preparation, and public administration.
- Knowledge of appropriate methods and techniques used in collection, organization and evaluation of technical data.
- Ability to direct investigations, review technical and statistical data, recommend appropriate action based on results obtained.
- Ability to review and submit comments and recommendations relevant to proposed new or modified legislation.
- Ability to present and defend policies where dissention or opposing views may occur and agreement or compromises are desired.
- Ability to plan, organize, direct, control, and coordinate related program and activities regarding environmental development, enjoyment and hygienic preservation of nonrenewable natural resources and evaluate performance of staff.

- Ability to follow oral and written instructions, exercise sound judgment, and work under limited supervision.
- Ability to keep accurate reports, write reports in a clear, concise form; and present factual material and ideas effectively.
- Ability to establish and maintain effective working relationships with federal, state and local officials, the general public, regulated community, supervisor, co-workers and staff.
- Ability to comprehend and interpret theory, principles, laws and regulations, policies and objectives of a scientific/technical concern.

**MINIMUM QUALIFICATIONS:**

**Education:** Master's Degree from a regionally accredited college or university, related to environmental resources.

**Experience:** 5 years of full-time or equivalent part-time paid experience related to environmental resources, which 3 years must have been in a supervisory capacity.

**Education & Experience Substitution:** Experience as described above may substitute for the education requirement on a year-for-year basis.

**Certificates, Licenses, Registrations:** A valid driver's license is required.

**CLASS TITLE: Environmental Resources Manager 3**

**DISTINGUISHING CHARACTERISTICS:**

These positions perform as an administrative officer of a state-wide specialized environmental resources program under direction of the agency head or in complete charge of a secondary program as may be outlined by state code or as may be necessitated due to the size and complexity of the program. Duties typically include direction and supervision of administrative and managerial activities through subordinate leaders, including a sizable professional, technical, and clerical staff. Supervised staff may include other senior managers, such as Environmental Resources Manager 1's and 2's. These positions are directly accountable to agency head or director of a major and primary organizational unit. Perform related work as required.

**EXAMPLES OF WORK:** *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Manages functions or activities which are not analogous or of defined scope.
- Chairs meeting, delivers speeches which require a variety of skills and knowledge in different facets of an environmental resources, programs, or management functions.
- Administers an integral part of a major environmental program of the state consistent with state policy and accepted principles.
- Staffs organizational unit to effect orderly, efficient and economical operations.
- Recommends and assists in preparation of legislation and administrative procedures as necessary to maintain conservation activities consistent with current needs and fluctuating circumstance; writes articles and disseminates other informational materials to explain conservation principles and acquaint public and private organizations with

mission, policies, regulations; details impact on activities; and encourages cooperation and support.

- Oversees the preparation budget and/or grant request documents covering staff and equipment requirements, allocates funds within organizational unit, and approves expenditures.
- Attends meetings, seminars and symposiums to maintain knowledge of technical, scientific and professional advancements in the area of assignment.
- Plans, organizes, implements, monitors and controls activities of professional, technical or scientific staff in units through subordinate leaders.
- Coordinates plans and programs of the section with functions and services of other divisions, offices and activities of local, state, interstate, and federal government entities, and interested parties, and seeks agreement to resolve problems and/or establish common goals.
- Testifies at legislative, judicial, or public hearings on behalf of the agency or as a subject-matter expert.
- Administers and enforces laws, rules and regulations regarding conservation, development, protection, enjoyment and use of natural resources of the state for maintenance of intrinsic, ecological or beneficial value.
- Researches new procedures and directs scientific investigations to develop plans and recommendations for development, improvement, protection, preservation, regulation and use of natural resources based on predicted outcome.
- Prepares studies including descriptions of status, current practices, mitigation procedures, and progress reports regarding resource conservation, utilization and recovery.
- Recommends standards for resource depletion.
- Develops and implements informational plans to advertise, promote, and publicize state natural resources and conservation, preservation, use, and husbandry activities consistent with state plan.
- May initiate writs and warrants, make arrests, and/or review, recommend or develop consent agreements.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of principles and practices of the environmental management sufficient to evaluate new techniques or practices covering a range of unusual or atypical applications.
- Knowledge of relevant local, state and federal legislation; governmental relationships, organizational structure and protocols; and state legislative processes and judicial procedures as they relate to program.
- Knowledge of principles and practices of management including planning, budgeting, staffing, training, controlling and reporting.
- Knowledge of the principles and practices of personnel management, budget preparation, and public administration.
- Knowledge of appropriate methods and techniques used in collection, organization and evaluation of technical data.
- Ability to direct investigations, review technical and statistical data, recommend appropriate action based on results obtained.

- Ability to plan, organize, direct, control, and coordinate related program and activities regarding environmental development, enjoyment and hygienic preservation of nonrenewable natural resources and evaluate performance of staff.
- Ability to review and submit comments and recommendations relevant to proposed new or modified legislation.
- Ability to present and defend policies where dissension or opposing views may occur and agreement or compromise is desired.
- Ability to keep accurate records; write reports in a clear, concise form; and present factual material and ideas effectively.
- Ability to operate a motor vehicle in West Virginia.
- Ability to communicate effectively, orally and in writing.

**MINIMUM QUALIFICATIONS:**

**Education:** Master's Degree from a regionally accredited college or university, related to environmental resources.

**Experience:** 6 years of full-time or equivalent part-time paid experience related to environmental resources, 4 years of which must have been in a supervisory capacity.

**Education & Experience Substitution:** Experience as described above may substitute for the education requirement on a year-for-year basis.

**Certificates, Licenses, Registrations:** A valid driver's license is required.

**CLASS TITLE: Environmental Resources Director**

**DISTINGUISHING CHARACTERISTICS:**

These positions administer a diverse statewide environmental resources program at the primary organizational level through subordinate program managers which includes a large staff of professional, technical, and scientific employees. Work contains a variety of independent issues relating to an aspect of organizational concern and that act upon or influence the accomplishment of the overall agency objectives. These positions are directly accountable to the cabinet secretary or agency head and may be classified or classified exempt. Perform related work as required.

**EXAMPLES OF WORK:** *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Plans, organizes, implements, monitors, controls and evaluates activities of professional, technical and scientific staff through subordinates to accomplish the agency's mission.
- Administers a major environmental program of the state consistent with federal and state laws and policy and accepted principles.
- Recommends and oversees preparation of legislation and administrative procedures as necessary to maintain conservation activities consistent with current needs and fluctuating circumstances.
- Chairs meetings; delivers speeches; writes articles and disseminates other informational materials to explain conservation principles and acquaint public and private organizations

with mission, policies, regulations; details impact on activities; encourages cooperation and support.

- Directs preparation of budget requests covering staff and equipment requirements, allocates funds to organizational units, and approves expenditures.
- Attends meetings, seminars and symposiums to maintain knowledge of technical, scientific and professional advancements in the area of assignment.
- Cooperates and coordinates plans and programs of the section with officials of other divisions, offices and activities of local, state, interstate, and federal government entities, and interested parties and seeks agreement to resolve policy, compliance or jurisdictional issues and establish common goals.
- Testifies at legislative, judicial, or public hearings on agency position or as a subject-matter expert. Represents agency as state representative on multi-state boards, advisory groups, etc.
- Issues, executes, administers, and enforces state laws, rules and regulations regarding conservation, development, protection, enjoyment and use of natural resources of the state for maintenance or intrinsic, ecological or beneficial value.
- Negotiates utilization of resources consistent with public interest. Modifies or recommends action to revoke or suspend operational licenses or permits and may seek injunction, or civil action against violators. May execute writs and warrants, make arrests, and/or enter into consent orders.
- Researches new procedures and directs scientific investigations to formulate comprehensive plans and recommendations for development, improvement, protection, preservation, regulation and use of natural resources based on predicted outcome.
- May obtain and continue state primacy in administration of federally mandated environmental programs and maximize federal fund eligibility.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of principles and practices of environmental management sufficient to evaluate new techniques or practices covering a range of unusual, atypical, or new applications.
- Knowledge of local, state, and federal legislation; governmental relationships, organizational structure and protocols; and relevant federal and state legislative processes and judicial procedures as they relate to program.
- Knowledge of principles and practices of management including organization, planning, budgeting, staffing, training, controlling, and reporting.
- Knowledge of the principles and practices of personnel management, budget preparation, and public administration.
- Knowledge of acceptable methods and techniques used in collection, organization and evaluation of technical data.
- Ability to order investigations, review technical and statistical reports, draw valid conclusions, and develop and execute appropriate action based on results obtained.
- Ability to present and defend policies where dissention or opposing views are typical and agreement or compromise is necessary.

- Ability to plan, organize, direct, control, evaluate, and coordinate a variety of programs, investigations, and administrative activities controlling environmental development, enjoyment and hygienic preservation of nonrenewable natural resources and review performance of staff.
- Ability to follow oral and written instructions, exercise sound judgment, and work without supervision.
- Ability to establish and maintain effective working relationships with federal, state and local officials, the general public, regulated community, supervisors, co-workers and staff.
- Ability to exercise independent judgment, delegate authority, and evaluate the results of work performed.

**MINIMUM QUALIFICATIONS:**

**Education:** Master's Degree from a regionally accredited college or university, related to environmental resources.

**Experience:** 7 years of full-time or equivalent part-time paid experience related to environmental resources, 5 years of which must have been in a supervisory capacity.

**Education & Experience Substitution:** Experience as described above may substitute for the education requirement on a year-for-year basis.

**Certificates, Licenses, Registrations:** A valid driver's license is required.