

Environmental Program Administrators

Job Code	Job Title	Pay Grade
8504C3	Environmental Program Administrator I	33
8505C3	Environmental Program Administrator II	35

CONCEPT:

The primary duty of employees in this job class consists of coordinating and managing local, regional or statewide environmental programs. Employees must understand and apply federal and state laws and regulations relating to the administration of assigned programs. Employees in this class provide advice and explain technical program policies, requirements and guidelines to others. The work of these employees may involve writing program policies and procedures, administer grants or contract program requirement; monitoring legislative activities, or performing and utilizing research and statistical information.

TASKS:

- Directs the development, implementation, and modification of policies, procedures, laws, rules, and regulations of environmental programs for compliance with established state, local, and federal environmental, public health, and public safety standards.
- Prepares budgets and reviews all expenditures of environmental program funds.
- Drafts, monitors and manages environmental grant applications and budget proposals; may participate in other specialized fiscal activities.
- Supervises or oversees the development and maintenance of a database containing information on environmental programs.
- Oversees the applications review of statewide environmental assistance grant programs.
- Prepares reports, publications, bulletins, and records associated with various environmental programs.
- Meets with outside groups, stakeholders, legislators, and other state and federal agencies to solve critical environmental problems and develop relationships for implementing policies and procedures.
- Directs and coordinates the work of a team of scientists and/or administrative personnel in the area of resource management, quality, or specialized environmental field.
- Develops strategies, methods, protocols and standards to implement environmental protection plans and programs.
- Uses advanced statistical and computer modeling techniques to interpret environmental data and writes reports to identify programs and pollution abatement alternatives.
- Testifies at hearings as an expert witness to verify observations and conclusions from data collection and interpretation as required by legal actions.
- Reviews legislation and proposed regulations to determine their impact on agency environmental program.
- Monitors projects during construction and upon completion for compliance with environmental specifications.
- Writes environmental impact statements, environmental assessments, research reports, legal findings, and related documents that form the basis for compliance with environmental laws and regulations and support permits.

LEVELS OF WORK

- Class Group consists of two classes.

Environmental Program Administrator I: Employees at this level are full performance program administrators that generally conduct and coordinate research and analysis on environmental local, regional and/or statewide programs that generally have limited scope and programmatic authority than employees in the next higher level. Duties may include: supervising, conducting research when data is not available, analyzing data to evaluate potential environmental impacts on proposed projects using a variety of methods, including statistical analysis, evaluating projects and performs the necessary procedures for compliance with Federal, State, and Local environmental laws and regulations. Employee may manage one or more program related grants or contracts.

Minimum Requirements: Bachelor's degree in environmental, agricultural or natural sciences/resources and one year of experience in an environmental program/project area.

Environmental Program Administrator II: Employees at this level oversee or administer more complex and broader scope program, requiring a higher understanding of scientific knowledge and is considered the subject matter expert in developing solutions to environmental problems for the agency. The employee manages the development of programs/projects and is generally responsible for one or more specialized environmental areas. This level also has a wider scope and consequences than level one. Duties may include: leading the negotiation process to resolve environmental concerns and problems, administering consultant contracts for projects, and determining that the consultant is providing work items specified in the contract. Develops and coordinates environmental project schedule and forecasts budgets; identifies resources, and regulatory steps needed for project completion. Develops project work plans in consultation with appropriate participants.

Minimum Requirements: Bachelor's degree in environmental, agricultural or natural sciences/resources and three years of experience in environmental program administration.