

## ENVIRONMENTAL SENIOR SPECIALIST

Description of Work – Employees in this class perform professional work in environmental planning, impact assessment or design and conduct environmental studies. Work is multi-disciplinary and assignments address moderate to complex environmental issues, problems and/or projects. Employees may conduct professional level environmental tests and/or research; assess, analyze and manage collection techniques/data; assist clients with compliance issues; seek remediation; manage projects in the area of assignment which may include the supervision of others and/or monitoring of a contract (including financial management plans); participate in city/regional land use planning; work collaboratively with clients in problem-solving issues. Projects, contracts or studies may be long-term. Employees are involved with report preparation to identify trends, assess or evaluate environmental problems, facilities, or proposed regulations, and to outline alternatives or recommendations to program management. Organizes and may supervise the work of others. May perform related duties as required.

### Examples of Major Work Functions:

Professional Knowledge of the Area of Assignment - Demonstrates thorough professional skill and/or knowledge in the environmental area(s) of assignment and keeps current with developments and trends in the environmental area(s) of expertise, State and EPA rules and regulations. Demonstrates a thorough knowledge of the environmental program procedures, methods and practices and their application to specific situations. May be an expert in the area of assignment or project management. May conduct original research.

Data Collection and Analysis – Performs environmental tests, procedures and experiments applying and utilizing specialized skills, knowledge and equipment of higher complexity and/or intricacy than the Environmental Specialist with some precedent-setting situations; develops, modifies and/or refines techniques and procedures to meet environmental program objectives. Sets standards for and performs statistical analysis; interprets and evaluates results; prepares reports and/or presentations; and monitors and collects environmental data to assess accuracy, validity, and integrity.

Environmental Program Management - Plans, coordinates and administers a complex and/or intricate environmental program, including its objectives, operations, and timelines. Manages resources, which may include a budget where applicable, and monitors activities associated with the program(s) goals and objectives. Manages multiple, concurrent projects or assignments; and may supervise the work of others. Evaluates and identifies environmental program objectives, methods and quality control measures. Uses a variety of information sources internal and external to the organization to identify issues and trends; and studies relevant information to identify methods to achieve goals of the environmental program(s), or meet the vision of the organization.

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Communication – Consults and/or makes recommendations in the environmental program policy through effective communication about the research program(s). Clearly and concisely conveys information orally and in writing; and effectively presents ideas to individuals or groups to ensure that they understand the information and message. Presents program results and summaries; adheres to reporting requirements; and contributes to the writing of publications and reports. Collaborates in the conception and design of original research; writes grants, contracts and/or proposals. Makes professional presentations.

Knowledge, Skills and Abilities – Thorough knowledge of the scientific principles related to the area of assignment and related fields; thorough knowledge of the research process; thorough knowledge of data gathering techniques and procedures; ability to analyze, manipulate and evaluate information/data, including the use of software; ability to formulate or assist in the development of management alternatives and recommendations; ability to communicate with the general public and clients of the Division; ability to organize and direct complex contracts or research studies/projects; and ability to organize and supervise the work of others.

Minimum Training and Experience Guidelines - Bachelor's degree in one of the agricultural, biological, engineering, environmental or natural resource sciences or a closely related curriculum from an appropriately accredited institution and two years of experience related to the area of assignment; or an equivalent combination of education and experience.

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