

## ENVIRONMENTAL PROGRAM MANAGER I

This is technical and administrative work in directing a statewide environmental division, program or department of limited scope, dynamics, variety or complexity.

Employees direct a statewide division, program or department in establishing program goals and objectives to meet program and/or departmental requirements. Employees are responsible for planning work operations, organizing personnel, establishing and maintaining a program budget, and reviewing the output of subordinate work units to assure that goals and/or compliance objectives are met. Environmental programs directed are generally composed of single or closely related functional areas and are usually based on well-established state and/or federal laws and regulations. Work is performed under the administrative supervision of a higher-level Environmental Program Manager or Director and may include other duties as assigned.

### I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employees develop requirements and establish programming goals for compliance. Employees determine the personnel and other resources needed to meet these goals based on the input and recommendations of subordinate supervisors. Goals are generally established on a yearly basis and may be updated more frequently due to program needs.

Organizing and Directing - Employees adjust assignments of work units to balance load. In addition, employees are authorized to make changes to work methods and techniques to improve performance. Employees are also authorized to make permanent work assignment changes and/or organizational changes to meet shifting program requirements.

Budgeting - Employees review recommendations from subordinate supervisors and compile budgets for their entire programs. The budget, along with supporting justifications and priorities, is submitted to the Division Director or Secretary's Office for approval. Employees are required to make formal budget presentations for new or expanded programs.

Training - Employees assure that subordinate supervisors provide for the training of environmental personnel through the development of in-house training programs and the utilization of established training programs.

Setting Work Standards - Employees are responsible for approving all work standards, procedures and policies for their programs. The development or revision of standards and procedures is often delegated to subordinates. Employees review their recommendations, adjust them if required, approve the standards or procedures, and assure their implementation.

Reviewing Work - Employees periodically review the overall accomplishments of their programs to assure that previously established goals will be or are met. The more controversial actions and those, which will be presented to one of the governing Commissions, are technically reviewed before action is taken.

Counseling and Disciplining - Only those grievances and disciplinary cases not resolved at a lower level are considered. Employees review the recommendations of their subordinate supervisors and decide on the appropriate action.

Performing Other Personnel Functions - All personnel actions are routed to the employees for final approval. Employees are involved in recommendations for salary adjustments primarily from a budgetary standpoint. Employees interview applicants for top-level positions in their programs and review their immediate subordinates for performance evaluation purposes.

### II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Work supervised is affected periodically by changes in federal or state laws and regulations and shifting program emphasis caused by changes in the interests of the general public. These changes require modifications to work methods and techniques and minor changes to organizational structures or individual assignments.

Variety of Work Supervised - Employees supervised include Environmental Program Supervisors and a variety of environmental employees representative of several disciplines in a variety of functions such as permitting, inspections, monitoring, establishing standards, planning, training, and providing consultation.

Number of Employees Supervised - Varies from 25 up to 100 including contractors. Numbers may vary from that depending on program(s) supervised.

Extent of Supervision Received - The Division Director or Secretary's Office provides guidance on major policy decisions but delegates full responsibility for matters dealing with program planning, budget expenditures and methods to the Program Manager. Work is reviewed periodically for adherence to previously established goals and objectives.

III. SPECIAL ADDITIONAL CONSIDERATIONS:

Supervision of Shift Operations - Not applicable.

Fluctuating Work Force - Not applicable.

Physical Dispersion of Employees - Employees may supervise the activities of field offices across the state.

IV. RECRUITMENT STANDARDS:

Knowledges, Skills, And Abilities

Thorough knowledge of the principles, practices, and administration of the statewide environmental program to which assigned.

Thorough knowledge of departmental philosophies and policies concerning the administration of an environmental program.

Thorough knowledge of federal and state laws and regulations pertaining to the program to which assigned.

Ability to plan, develop and administer a statewide program of consultative and regulatory services.

Ability to assess fiscal, personnel and other program needs and to recommend and support appropriate actions to higher-level management.

Ability to handle the more difficult technical problems encountered by subordinates.

Minimum Education and Experience

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 six years of progressive experience in environmental work including two years in a supervisory capacity; 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, but may not be applicable to all positions.