

ENVIRONMENTAL PROGRAM SUPERVISOR IV

This is technical and administrative supervisory work at the management level within a statewide environmental program which has a wide variety of functional areas, or directing several environmental programs in a region of the State.

Employees either function as assistant program managers or as supervisors over a number of major statewide work units. In both cases, work supervised is of a high degree of scope, diversity and complexity. Employees have considerable input into the establishment of overall program work goals and objectives to ensure that goals and/or compliance objectives are met. Employees establish goals for the individual work units supervised, and monitor their accomplishments to assure that overall program goals are met. Work at this level is distinguished from that of the Environmental Program Supervisor III level because of responsibilities for the supervision of several work units each responsible for a variety of functions, direct input into the operation of the entire program, and a higher level of managerial duties. Work is performed under the general supervision of an Environmental Program Manager and may include other duties as assigned

I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employees plan work operations over periods ranging from several months to several years. Periodically, employees must develop plans for new or expanded programs. In these cases, plans include manpower, equipment and other resource needs. Plans may need to be revised as needed due to changing program requirements.

Organizing and Directing - Employees develop plans for additional positions or organizational changes based on new or expanded programs. Final approval for major changes rests with the program manager. Less significant changes can be implemented without prior approval.

Budgeting - Employees prepare and administer budgets for entire environmental programs or their individual work units. In initiating budget revisions, employees may work directly with division budget officers or departmental budget officers.

Training - Employees review the training needs of their units or programs, designing or overseeing the design of training programs. Employees schedule subordinates to attend established training sessions.

Setting Work Standards - Employees establish standards for work units under their supervision and develop and recommend standards for entire programs to the program managers.

Reviewing Work - Employees establish systems to monitor the overall accomplishments of their work units or programs and monitor overall accomplishments. Employees identify problems in meeting goals and make necessary changes. Employees assure that subordinate supervisors adequately monitor the accuracy and quality of their unit's work.

Counseling and Disciplining - Employees advise subordinate supervisors on the resolution of counseling or disciplinary problems. If unresolved, employees intervene and recommend appropriate action. In the most severe cases, employees may recommend the suspension or dismissal of employees to their immediate supervisor.

Performing Other Personnel Functions - Employees review the recommendations for the selection of new employees and recommend employees for promotion or reassignments. Employees evaluate the work performance of subordinates and prepare priority lists for merit increases based on input from subordinates.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Employees must periodically adjust work methods and techniques in accordance with changing federal and/or State regulations. Employees frequently shift priorities due to the assignment of critical projects or emergency situations. In addition, employees must monitor evolving technology and determine its impact on work operations. Employee must periodically develop new program plans or respond to major funding changes.

Variety of Work Supervised - Employees may supervise employees in several environmental disciplines or functional areas. Employees normally supervise lower level Environmental Program Supervisors.

Number of Employees Responsible For - Normally from 20 to over 40 employees and contractors. Numbers may vary from that depending on program(s) supervised.

III. EXTENT OF SUPERVISION RECEIVED: - Only long-range projects or major program changes require prior approval by the immediate supervisor.

IV. SPECIAL ADDITIONAL CONSIDERATIONS:

Supervision of Shift Operations - Not applicable

Fluctuating Work Force - Not applicable

Physical Dispersion of Employees - Not applicable

V. RECRUITMENT STANDARDS:

Knowledges, Skills and Abilities

Thorough knowledge of the technical concepts of several of the disciplines supervised.

Thorough knowledge of federal and state regulations governing the work supervised.

Ability to communicate effectively in both oral and written form.

Ability to handle with tact, consistency and sound judgment the diversity of public contacts demanded in consultative services and enforcement.

Ability to plan, organize and direct work operations.

Ability to prepare and administer a multi-unit budget.

Ability to supervise other workers.

Ability to evaluate accomplishments and effect changes to improve accomplishments.

Ability to review and critique the work of others.

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.