

ENVIRONMENTAL SPECIALIST 4

KIND OF WORK

Advanced professional, coordinative, and/or lead environmental specialist work.

NATURE AND PURPOSE

An employee in this class, is responsible for planning and performing the work of major environmental projects or programs, including determining the soundness of programs and plans; developing new approaches and methods for agency use; resolving problems that are critical to accomplishment of agency objectives; and providing advice and technical assistance to federal, state and local officials. The specialist, as a recognized authority in the program or functional area, has continuing responsibility for independently planning and carrying out environmental programs or projects. At this level the incumbent is typically recognized as an authority in a particular program or function.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Responsibility for planning and performing a variety of project or program activities involving establishing criteria; formulating projects; assessing program effectiveness; investigating and analyzing a variety of unusual conditions or questions; or providing advisory services to state and local government officials, etc.

Perform advanced professional level duties in one or more environmental program.

Analysis involving diverse and complex technical and program considerations and/or intensive analysis and problem solving as a recognized expert, in a program or functional area.

Analysis requiring interpreting considerable data, planning the work, refining existing criteria, or extending or modifying conventional methods and techniques.

Determine the environmental approach to be taken and methods used and resolving most of the conflicts that arise.

Interpreting policy in terms of established objectives.

The specialist would inform the supervisor of progress, potentially controversial matters, and problems with far-reaching implications.

Initiative and resourcefulness is used in deviating from, refining, or extending traditional methods and practices or in developing and recommending new or modified methods, criteria or policies.

Chair workgroup or committees as need.

Set standards of application in areas of controversy or areas of conflicting regulations.

Review and comment and/or assist with or prepare draft regulations, regulation revisions, policy statements, or legislation.

### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

KSAs of:

State and federal pollution control laws, rules, and regulations.

Ability to make decisions dependent upon on the assessment of unusual facts or conditions (for example) with variations in approach depending on the environmental and political setting, available resources, impact on populations, involvement of other organizations, and incomplete or conflicting data.

Ability to exercise discretion and judgment in determining whether to broaden or narrow the scope of projects or studies.

Knowledge of management, administrative, or coordinative aspects of environmental issues to provide advisory, reviewing, evaluating, educating or training, negotiating, or problem solving services on specific projects, programs, or functions.

Knowledge or expertise in federal and state laws and regulations, documentation and reporting requirements, and other processes which may significantly change, interpret, or expand important agency policies and programs.

Skill to plan, set goals and objectives, determine priorities, and oversee implementation of program.

Ability to deal effectively with people.

Ability to communicate effectively, both verbally and in writing.

Ability to prepare program budget, monitor expenses, and manage fiscal concerns.

Ability to establish and prioritize staff and resource allocations, work assignments and schedules, operating policies and procedures and coordinate staff efforts in meeting program goals.

Environmental Specialist 4  
Class Specification  
Page 2

Est.: 2/92  
Rev.: 10/13

T.C.:  
Former Title(s): PC Compliance Coordinator