

**GENERAL DESCRIPTION OF CLASS**

The ENVIRONMENTAL PROGRAM COORDINATOR 1 manages environmental programs in the agency project development process and operations/maintenance activities. In support of the agency's objectives and mission, employees in this class coordinate the planning and manage the development of a group of discrete projects, or specialize in one or more environmental fields (disciplines).

**DISTINGUISHING FEATURES**

This is the first level of a three-level series. This is an entry-level position, which is distinguished from the next higher level by having more frequent supervision though still exercising independent judgment and decision making. Employees in this class coordinate and conduct research and analysis on projects that generally have a limited number of potential impacts and project alternatives. Also, employees in this class have less program or discipline knowledge than employees in the next higher level.

**DUTIES AND RESPONSIBILITIES**

Allocation of positions to this class will depend on the total work performed which may include one or a combination of the duties or tasks listed below.

**1. Project and Program Coordination.** Typical tasks: reviews project or program assignment to determine scope and diversity of involvement, necessary contacts, and required procedural actions; determines necessary methods and procedures to mitigate impacts and complete projects; identifies potential procedural and environmental difficulties and constraints, and determines means of lessening or avoiding them; establishes content of project environmental documents; develops and coordinates environmental project schedule and forecasts budgets; identifies resources and regulatory and administrative steps needed for project completion; develops project work plans in consultation with appropriate participants; initiates environmental program for agency projects and coordinates information, proposals, and procedures with appropriate project participants, including various internal units, other State, Federal, and local agencies, private businesses and organizations, special interest groups, local communities, and the public; seeks cooperation in the project assignment; coordinates and participates in needed meetings or hearings to gather input and meet procedural requirements; persuades project participants to resolve environmental concerns; serves as a member and may chair project technical advisory committee; monitors project status to ensure progress toward completion (e.g., required procedural steps are completed fully and on time; interested groups and individuals are informed of progress); ensures that project information is accurate; modifies procedures and research plans and coordinates changes with participants.

**2. Research and Analysis.** Typical tasks: independently conducts environmental research in one or more specialized fields (disciplines); establishes the research scope, content, schedules, and budgets for studies evaluating the impacts of projects or programs on the environment; obtains and evaluates data from publications, documents, files, field research, technical drawings, interviews, and engineering and environmental studies, and conducts primary research when data is not available; analyzes data to identify resources and their significance, and evaluates potential environmental impacts of proposed projects using a variety of methods, including statistical analysis; evaluates projects and performs necessary procedures for compliance with Federal, State, and local

environmental laws and regulations; resolves environmental problems by recommending plans and measures to minimize and mitigate adverse project impacts; monitors projects during construction and upon completion for compliance with environmental specifications.

**3.Public Relations.** Typical tasks: represents the agency at public hearings and meetings, citizen advisory committee meetings, and technical advisory committee meetings, providing written and oral information relating to specific projects or environmental concerns; evaluates and responds to public or media questions, comments, and concerns; prepares and answers correspondence from other agencies and the general public; analyzes, assesses, and responds to public and agency comments on draft environmental documents.

**4.Technical Consultant.** Typical tasks: provides consultation to Federal, State, and local agencies and the public on the environmental process, environmental regulations, and guidelines; advises the agency of Federal, State, and local environmental regulations and requirements; assists other agency staff and the public with developing alternatives to resolve environmental problems.

**5.Environmental Document Preparation.** Typical tasks: writes environmental assessments, research reports, legal findings, and related documents that form the basis for compliance with environmental laws and regulations and support permits; describes project scope, purpose, and alternatives; records the results of project development; documents the findings of research and analyses; describes mitigation actions; and oversees graphics preparation and document publication; assists higher level staff in the preparation of complex environmental documents and research reports.

## **RELATIONSHIPS WITH OTHERS**

Employees in this class have daily in-person, telephone, and/or written contact with project participants to exchange information; regular contact with staff from Federal, State, and local agencies, and with all levels of agency staff to ensure coordination and regular contact with project participants to obtain compliance with environmental requirements. There is occasional telephone, in-person, or written contact with the public, special interest groups, local communities, and private businesses to explain governing regulations and/or agency policies and with the media to answer questions and address concerns relating to a specific project.

## **SUPERVISION RECEIVED**

Employees work independently under the general supervision of a supervisor, manager, and team leader using agency and program-related statutes, regulations, and other guidelines and interpretations. (These regulations and guidelines set the content and level of research and documentation. They do not prescribe how the work is to be done, but constitute the laws that must be complied with.) Employees consult with a supervisor to obtain clarification of expected results, to report on progress toward completion of assignments, and to confirm interpretation of regulations and policies or seek guidance in complicated or less defined areas.

## **GENERAL INFORMATION**

Working conditions are generally in an office environment with periodic trips throughout the State for meetings or field work. This includes some overnight trips. Field work often involves walking along narrow highways and bridges which can expose the individual to traffic hazards, and sometimes in rugged unpopulated terrain with the hazards of injury.

## **KNOWLEDGE, SKILLS, AND ABILITIES (KSA)**

General knowledge of one or more environmental disciplines (such as water resources, geology, biology, wetlands, coastal resources, economics, sociology, land use, aesthetics, cultural resources, hazardous materials, acoustics, air quality, energy).

Basic knowledge of the methods and techniques of project management.

Basic knowledge of environmental theories, principles, and practices.

Skill in organizing and conducting several activities simultaneously.

Skill in conducting data analysis.

Skill in obtaining and organizing technical information from various sources.

Skill in communicating orally and in writing with people of differing socioeconomic and technical backgrounds.

Skill in presenting ideas and technical information in direct, understandable language.

Skill in preparing written technical reports and other narrative documents.

Skill in developing figures and tables used in published documents and technical reports.

Ability to learn the methods and techniques of program administration.

Ability to learn and follow agency policies and procedures, and to further agency goals through project management, coordination, research, and analysis.

Ability to learn, interpret, explain, and apply specific environmental laws, rules, and regulations.

Ability to make project-related decisions.

Ability to identify the scope of an assigned project and determine logical action to meet requirements and deadlines.

Ability to coordinate and resolve the concerns of diverse interests.

Ability to interpret environmental rules, regulations, and policies, and apply them to specific work situations.

Ability to interpret and analyze general and technical information to determine the significance of resources and environmental impacts in relation to legal requirements.

Ability to establish and maintain functional and productive working relationships with the public, fellow workers, other governmental jurisdictions, professionals, and representatives of special interest groups.

Ability to identify issues, problems, and solutions.

Ability to effectively present general and technical information and answer questions at public meetings and hearings.

Ability to understand engineering data, plans, and specifications.

**NOTE:** The KNOWLEDGE and SKILLS are required for initial consideration. ABILITIES may be required for initial consideration, at any time during the selection process, or during a trial service period as a final stage of the selection process. Some duties performed by positions in this class may require different KSA's. No attempt is made to describe every KSA required for **all** positions in this class. Additional KSA requirements will be explained on the recruiting announcement.

Adopted 1/90

Revised

Examples of work are typical of duties assigned to this class. No attempt is made to describe every duty performed by all positions in this class.