

GENERAL DESCRIPTION OF CLASS

The ENVIRONMENTAL PROGRAM COORDINATOR 3 manages the environmental programs in the agency project development process and operations/maintenance activities. Employees in this class have an advanced level of knowledge and experience relating to environmental programs. In support of the agency's objectives and mission, they organize, plan, and manage the development of complex and controversial projects; and are staff experts responsible for one or more specialized environmental programs. In addition, employees in this class serve as team leaders, advising and reviewing the work of lower level classes. As such, they are accountable for project and program quality, accuracy, and documentation.

DISTINGUISHING FEATURES

This is the third level of a three-level series. It is distinguished from the next lower level by the responsibility for providing team leadership, work review, and technical assistance to other environmental program coordinators in the performance of their work. Employees at the higher level are responsible for performing supervisory functions when the unit supervisor is absent. Generally, employees at the higher level are responsible for handling the largest, most difficult projects, typically characterized by their highly controversial or sensitive nature, numerous outside contacts, and greater project span or constraints.

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.Team Leadership.** Typical tasks: provides team leadership to lower level Environmental Program Coordinators; reviews work of lower level staff for accuracy, comprehensiveness, and to ensure conformance with Federal, State, and local regulations; serves as technical advisor to lower level staff members; assists in the orientation and training of lower level staff members; performs supervisory and administrative functions when unit supervisor is absent; chairs special committees and task forces.

- 2.Project or Program Coordination.** Typical tasks: coordinates complex projects characterized by their highly controversial or sensitive nature; high monetary value; numerous contacts with local governments, regulatory agencies, and the general public; and greater project time span or constraints; leads the negotiation process to resolve environmental concerns and problems; ensures that projects comply with environmental regulations; negotiates project changes and mitigation measures with State and Federal officials; administers consultant contracts for large projects(e.g., provides guidance and direction for the work of the consultant; reviews their product and recommends necessary revisions; provides assistance, direction, and guidance for their coordination with the agency, other agencies, and the public; informs consultant of and guides consultant through established agency procedures for the processing of environmental documents, the formulation of environmental mitigation plans, and the coordination of necessary approval processes for these plans with other agencies; determines that the consultant is providing work items specified in the contract; reviews and recommends approval of the billings of selected consultant contracts); 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; ensures participation of interested individuals and groups; coordinates and participates in needed meetings or hearings to gather input and meet procedural requirements; serves as a member and may chair project technical advisory committees; monitors project status to ensure progress toward completion--that required procedural steps are completed fully and on time, and that interested groups and individuals are informed of progress; ensures that project information is accurate; modifies procedures and research plans and coordinates changes with participants.

- 3. Research and Analysis.** Typical tasks: independently designs and conducts environmental research in one or more specialized fields (disciplines); establishes and defines the research methodology, 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, 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 designing plans and measures to minimize and mitigate adverse project impacts (this may include the development of new mitigation procedures not previously undertaken); monitors projects during construction and upon completion for compliance with environmental specifications; reviews legislation and proposed regulations to determine their impact on agency environmental programs.
- 4. Public Relations.** Typical tasks: represents the agency at public hearings and meetings, citizen advisory committee meetings, technical advisory committee meetings, and local civic organizations, 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 local agencies and the general public; analyzes, assesses, and responds to public and agency comments on draft environmental documents.
- 5. Technical Consultant.** Typical tasks: provides consultation to Federal, State, and local agencies, private consultants, and the public on the environmental process, environmental regulations, and guidelines; provides technical expertise in solving difficult and sometimes conflicting environmental problems; reviews, evaluates, and edits technical reports written by agency staff and consultants; reviews program effectiveness and makes recommendations for modifications; develops and recommends agency environmental policies and procedures; 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; conducts training sessions, technical workshops, and seminars.
- 6. Environmental Document Preparation.** Typical tasks: writes environmental impact statements, environmental assessments, research reports, legal findings, and related documents that form the basis for compliance with environmental laws and regulations and support permits (e.g., 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).

Employees in this class play a critical role in the project development process. Their decisions and recommendations directly impact the design, cost, and timing of multi-million dollar projects.

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 contact with all levels of internal staff to ensure coordination. There is regular contact with project participants to mediate divergent viewpoints and obtain compliance with environmental requirements; regular contact with the public, special interest groups, local communities, and private businesses to explain governing regulations and/or agency policies; and occasional telephone, in-person, or written contact with the media to answer questions and address concerns relating to a specific project.

SUPERVISION RECEIVED

Employees in this class work independently under the general supervision of a supervisor or manager, 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 supervisor as necessary to obtain clarification of expected results, to report on progress toward completion of assignments, and to confirm interpretation of regulations and policies or to occasionally seek guidance in complicated or unclearly 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)

Extensive 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).

Extensive knowledge of environmental theories, principles, and practices.

Extensive knowledge of the methods and techniques of project management.

General knowledge of the methods and techniques of program administration and coordination.

General knowledge of operating practices and procedures of large and diverse organizations.

Skill in exercising professional judgment and independent decision-making.

Skill in identifying the scope of an assigned project and determining logical action to meet requirements and deadlines.

Skill in organizing and conducting many activities simultaneously.

Skill in coordinating and resolving the concerns of diverse interests.

Skill in negotiating solutions to complex environmental problems.

Skill in interpreting environmental rules, regulations, and policies, and applying them to specific work situations.

Skill in developing research design and methodology.

Skill in interpreting and analyzing general and technical information to determine the significance of resources and environmental impacts in relations to legal requirements.

Skill in conducting data analysis.

Skill in obtaining and organizing technical information from various sources.

Skill in establishing and maintaining functional and productive working relationships with the public, fellow workers, other governmental jurisdictions, professionals, and representatives of special interest groups.

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 interpreting, explaining, and applying specific environmental laws, rules, and regulations.

Skill in identifying issues and problems, and finding and negotiating solutions.

Skill in effectively presenting general and technical information and answering questions at public meetings and hearings.

Skill in preparing complex written technical reports and other narrative documents.

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

Ability to develop supervisory skills.

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

Ability to understand engineering data, plans, and specifications.

Ability to chair meetings.

Ability to forecast budget and scheduling requirements as they relate to project management.

Ability to administer contracts.

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.