Environmental Program Coordinator 1 3845
Environmental Program Coordinator 2 3846
Environmental Program Coordinator 3 3847

SERIES CONCEPT AND RESPONSIBILITIES

The ENVIRONMENTAL PROGRAM COORDINATOR provides oversight and consistency in implementing programs that ensure the Oregon Department of Transportation complies with professional standards of practice as well as state and federal environmental laws, regulations and agreements for proposed transportation projects and improvements. Environmental Program Coordinators ensure that environmental permitting and compliance are achieved in ways that support safe, efficient and cost-effective transportation projects and facilities. Environmental Program Coordinators ensure the Department's environmental goals are being accomplished during the project development process and throughout all construction activities and maintenance and operations procedures. Technical disciplines within the Environmental Program Coordinator series include biologists, historians, archaeologists and tribal liaisons, landscape architects, noise specialists, environmental project managers, region environmental coordinators, wetlands specialists, botanists, water resources specialists, hazardous materials specialists, permits specialists and others.

Environmental Program Coordinators work in multidisciplinary teams developing and delivering projects on the transportation system and providing technical support and permitting assistance for the statewide maintenance and operations programs. There is regular in person, phone and electronic contact with staff from federal, state, and local agencies and contact with all levels of internal staff to ensure coordination of projects. There is regular contact with project participants to mediate divergent viewpoints and obtain compliance with environmental requirements. There is regular contact with the public, special interest groups, local communities, and private businesses to explain governing regulations and/or agency policies as well as occasional telephone, in-person, or written contact with the media to answer questions and address concerns relating to a specific project. They also represent the agency at public hearings and meetings, technical advisory committee meetings, and statewide, regional and national level technical committees and policy development teams.

Environmental Program Coordinators may act as an agency project manager by directing the work of consultants and contractors and by writing and administering Personal Services contracts, and General Service's contracts. This includes responsibility for developing the scope of work, price negotiations, schedule and delivery of final work products, quality review, and ensuring the accuracy of invoice payments.

Environmental Program Coordinators generally work in an office environment with periodic trips throughout the State for meetings or field work, and may include some overnight trips. Field work often involves walking outside in inclement weather on uneven ground, along narrow highways and bridges, which can expose the employee to traffic hazards and occasionally rugged, unpopulated terrain with the hazards of injury. Some positions may be required to carry weights of thirty to forty pounds, work in streams, wetlands, in elevated areas, or bridges in excess of twenty feet high.

DISTINGUISHING FEATURES

This is a three-level professional classification series.

This work is distinguished from the Natural Resource Specialist series by the focus on analyzing the effects of transportation projects; identifying avoidance, minimization and mitigation measures to reduce the impact of transportation projects on environmental, cultural, historical and architectural resources; and designing and implementing effective and efficient regulatory compliance strategies and processes for transportation project delivery, maintenance and operational programs.

Level 1

The ENVIRONMENTAL PROGRAM COORDINATOR 1 is the first of this professional, three-level series. These are entry level specialist positions and employees are not necessarily technical experts or liaisons to management or project delivery teams. Employees learn environmental program principles and standards and how to apply them to transportation projects and how to apply their education in a business setting. Employees are assigned small, routine or less complex duties designed to provide experience and training in real world situations. As experience is gained, employees may be given more complex assignments designed to continue their training and development. Employees at this level have a working knowledge of the principals, techniques and processes related to their technical discipline and have the responsibility to select, design and conduct appropriate survey and research techniques for specific project needs. Employees at this level are accountable for the integrity, quality and thoroughness of data collected from field or database/literature searches. Employees at this level receive professional oversight and on-going instruction or assistance from a team leader or supervisor and use limited independent technical judgment.

The Environmental Program Coordinator 1 performs discrete assignments such as delineating wetlands, conducting botanical surveys, conducting fish and wildlife surveys, conducting fish recovery efforts, conducting literature or database searches, drafting monitoring reports or permit applications, identifying sensitive resources in the field, conducting construction monitoring and inspecting erosion control features, and conducting post-construction monitoring. Employees at this level make decisions regarding the presence or absence of specific species or resources (rare plants, wetlands, etc.). The Environmental Program Coordinator 1 also provides higher level staff with environmental research in one or more specialized disciplines and assists higher level staff in the preparation of environmental documents.

Level 2

The ENVIRONMENTAL PROGRAM COORDINATOR 2 is the second of this professional, three-level series. This level is the journey professional level classification and is distinguished from the first level by having independent judgement and decision-making and responsibility for conducting fully proficient environmental coordination, research, and analysis on projects with greater scope and complexity. Employees at this level have detailed technical knowledge of the principals, techniques, processes and legal requirements of one or more specialized technical disciplines. Employees at this level are responsible for all levels of legal and regulatory compliance in one or more technical disciplines and for determining appropriate processes and procedures relating to their discipline, including the development of new approaches or techniques where necessary. Employees at this level serve as project development, construction or maintenance and operations consultants. These positions work independently and make decisions regarding legal and regulatory status, compliance strategy, mitigation needs and legal and technical findings for various resources.

This level is further distinguished from the lower level by the nature and complexity of the assignments, interpretation of rules and regulations as they apply to a project, project specific interaction with regulatory agencies, and the absence of close guidance and supervision. Employees at this level serve as subject matter experts within a management structure if no manager or higher level staff with knowledge of the subject is present. These positions sometimes serve as liaisons to management and project delivery teams.

Project and Program Coordination: Represent ODOT's position with regulatory agencies to resolve environmental concerns and problems. Provide recommendations for projects to comply with environmental regulations. Negotiate project changes and mitigation measures with state and federal officials. Review project or program assignments to determine scope and diversity of involvement, necessary contacts, and required procedural actions. Determine necessary methods and procedures to mitigate impacts and complete projects. Identify potential procedural and environmental difficulties and constraints and recommends means of lessening or avoiding them. Establish content of project environmental documents. Develop and coordinate environmental project schedules and forecast budgets. Develop project work plans in consultation

with appropriate participants. Initiate environmental programs for agency projects and coordinate information, proposals and procedures with appropriate project participants and seek cooperation in the project assignment. Ensure participation of interested individuals and groups. Coordinate and participate in needed meetings or hearings to gather input and meet procedural requirements. Serve as a member and may chair project technical advisory committees. Ensure project information is accurate. Modify procedures and research plans and coordinate changes with participants.

Research and Analysis: Independently design and conduct environmental research in one or more specialized fields (disciplines). Establish and define the research methodology, scope, content, schedules and budgets for studies evaluating the impacts of projects or programs on the environment. Conduct primary research when data is not available. Analyze data to identify resources and their significance. Evaluate potential environmental impacts of proposed projects using a variety of methods. Evaluate projects and perform necessary procedures for compliance with federal, state and local environmental laws and regulations. Resolve 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). Monitor projects during construction and upon completion for compliance with environmental specifications. Review legislation and proposed regulations to determine their impact on agency environmental programs.

Technical Consultant: Consults with federal, state, and local agencies, private consultants and the public on the environmental processes, environmental regulations and guidelines. Provide technical expertise in solving difficult and sometimes conflicting environmental problems. Review, evaluate, and edit technical reports written by agency staff and consultants. Review program effectiveness and make recommendations for modifications. Develop and recommend agency environmental policies and procedures. Advise the agency of federal, state, and local environmental regulations and requirements. Assist other agency staff and the public with developing alternatives to resolve environmental problems. Develop and conduct training sessions, technical workshops and seminars. Employees at this level occasionally serve as technical consultants to agency executive management, the Governor's office, special committees and inter-agency task forces.

Environmental Document Preparation: Write 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

Level 3 (In Addition to Duties Described in the Environmental Program Coordinator 2)

The ENVIRONMENTAL PROGRAM COORDINATOR 3 is the third of this professional, three-level series. This level is the senior technical expert who coordinates the work of multidisciplinary teams of environmental specialists on transportation projects or serve as agency headquarter program leads for one or more specific environmental technical disciplines. This level is differentiated from lower levels by the responsibility for multidisciplinary coordination across a wide range of environmental technical disciplines, serving as primary liaison to management and project teams, managing multidisciplinary consultant teams and statewide coordination duties across multiple management structures and multiple technical disciplines. Employees at this level function with a high degree of independence and require a high degree of problem solving ability across a broad range of environmental technical disciplines. This level coordinates the work of EPC-1 and EPC-2 specialists on transportation projects to ensure that all project deliverables are received on schedule, serves as environmental liaison to management and project teams, and notifies management of issues that require elevation and recommends proposed solutions. Employees at this level coordinate extensively with tribes, state and federal agencies, cities and counties, consultants, contractors, the general public and across agency management structures.

Employees in this class are senior technical experts responsible for developing agency policies and procedures, interpreting state and federal regulations and recommending compliance strategies that best serve the transportation system. This level is responsible for developing solutions to problems for which there

are no established processes and representing the agency on statewide, regional and national level technical committees and policy development teams. Employees at this level develop and provide training programs for internal staff, consultants, and federal, state and local agencies.

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 coordinate the development of complex and controversial or highly visible projects and are staff experts responsible for leading one or more specialized environmental programs. They represent the agency by engaging in regional or national dialogues regarding policy, standards of practices, best science, challenges, and research. In addition, employees in this class are responsible for advising and reviewing the work of lower level classes and informing and advising management teams on a broad range of natural and cultural technical issues.

This is an advanced professional level classification and is distinguished by the requirement to apply advanced knowledge, extensive experience and judgment to plan and accomplish goals. Employees have increased accountability to provide input to program plans, objectives and procedures. This level is further distinguished by the assignment to assist in tactical planning or program development including the definition of problems and new solutions. Further, employees have the independence needed to achieve operating objectives; consistent with managerial direction, operating budgets, operating plans and objectives, and functional policies and precedents. Management direction establishes expected results.

Team Coordination: Provide multidisciplinary team coordination for all transportation projects, ensures all required project environmental permits, studies and documentation are complete and accurate. Serve as management and project team liaison. Review work of all assigned staff for accuracy, comprehensiveness, and to ensure conformance with federal, state, and local regulations as appropriate. Serve as technical advisor. Assist in the orientation and training of lower level staff members. Develop and deliver training to agency staff, consultants, and inspectors on specific program area(s). Conduct quality control and quality assurance reviews of environmental documents. Hire, manage and coordinate large interdisciplinary consultant teams. Lead multidisciplinary teams for National Environmental Policy Act compliance process on all classes of projects, including Environmental Impact Statements and Environmental Assessments.

Program or Project Management: Analyze agency business needs. Evaluate agency policies and the regulatory environment. Develop process improvements and new policies to address new and changing regulations. Develop new programs though initiatives and pilot projects. Collaborate with staff throughout the agency to implement program goals in addition to new policies and procedures.

The Environmental Program Coordinator 3 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. They lead the negotiation process to resolve environmental concerns and problems, make recommendations for projects that comply with environmental regulations, negotiate project changes and mitigation measures with state and federal officials, and chair special committees and task forces.

The responsibilities within the Concept and Distinguishing Features are characteristic of the type and level of work associated with these classes. Individual positions may do all or some combination of the responsibilities listed as well as other related responsibilities.

MINIMUM QUALIFICATIONS & SKILLS

Environmental Program Coordinator 1

A Bachelor's degree in an environmental science, a physical science, a natural science, engineering or a closely-related field; **OR**

Three years of technical office, lab or field work experience developing environmental programs.

Knowledge and Skills:

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).
Knowledge of the methods and techniques of project management.
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.

Environmental Program Coordinator 2

A Bachelor's degree in an environmental science, a physical science, a natural science, engineering, or a closely-related field AND two years of environmental analysis or resource project management experience.

Three additional years of environmental analysis or resource project management experience may substitute for the Bachelor's degree.

Some positions may have specific minimum qualifications to meet federal standards as follows:

Historian positions require the following:

A Bachelor's degree with at least two years of full-time experience in research, writing, teaching, interpreting, or other demonstrable professional activity with an academic institution, historic organization or agency, museum, or other professional institution; **OR**

A substantial contribution through research and publication to the body of scholarly knowledge in the field of history; **OR**

A graduate degree in history or a closely related field.

Archeologist positions require the following:

A graduate degree in archaeology, anthropology, or a closely related field AND at least one year of full-time professional experience or equivalent specialized training in archeological research, administration or management, at least four months of supervised field and analytic experience in general North American archeology, and demonstrated ability to carry research to completion.

Historic Architecture positions require the following:

A professional degree in architecture, or a state license to practice architecture, AND at least one year of graduate study in architectural preservation, American architectural history, preservation planning, or closely related field; **OR**

At least one year of full-time professional experience on historic preservation projects. Such graduate study or experience shall include detailed investigations of historic structures, preparation of historic structure research reports, and preparation of plans and specifications for preservation projects.

Architectural History positions require the following:

A graduate degree in architectural history, art history, historic preservation or closely related field with coursework in American architectural history; **OR**

A Bachelor's Degree in architectural history, art history, historic preservation or closely related field plus at least two years of full-time experience in research, writing or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum or other professional institution; **OR**

A substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.

Knowledge and Skills (in addition to those listed in level 1):

Knowledge of the methods and techniques of program administration and coordination, especially in 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 project 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 relation to legal requirements.
Skill in obtaining, organizing and understanding technical information and specifications 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 effectively presenting general and technical information and answering questions at public meetings and hearings.

Environmental Program Coordinator 3

A Bachelor's degree an environmental science, a physical science, a natural science, engineering, or a closely-related field AND three years of environmental analysis or resource project management experience, one year of which must have included research design and analysis

Three additional years of environmental analysis or resource project management experience may substitute for the Bachelor's degree.

Some positions may have specific minimum qualifications to meet federal standards as follows:

Historian positions require the following:

A Bachelor's degree with at least two years of full-time experience in research, writing, teaching, interpreting, or other demonstrable professional activity with an academic institution, historic organization or agency, museum or other professional institution; **OR**

A substantial contribution through research and publication to the body of scholarly knowledge in the field of history; **OR**

A graduate degree in History or a closely related field.

Archeologist positions require the following:

A graduate degree in archaeology, anthropology, or a closely related field AND at least one year of full-time professional experience or equivalent specialized training in archeological research, administration or management; at least four months of supervised field and analytic experience general North American archeology and demonstrated ability to carry research to completion.

Historic Architecture positions require the following:

A professional degree in architecture or a state license to practice architecture, and at least one year of graduate study in architectural preservation, American architectural history, preservation planning or closely related field; **OR**

At least one year of full-time professional experience on historic preservation projects. Such graduate study or experience shall include detailed investigations of historic structures, preparation of historic structure research reports and preparation of plans, and specifications for preservation projects.

Architectural History positions require the following:

A graduate degree in architectural history, art history, historic preservation, or closely related field, with coursework in American architectural history; **OR**

A Bachelor's Degree in architectural history, art history, historic preservation or closely related field plus at least two years of full-time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum or other professional institution; **OR**

A substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.

Knowledge and Skills (in addition to those listed in level 1 and 2):

Knowledge of operating practices and procedures of large and diverse organizations.
Skill in managing a project to meet benchmarks and deadlines within established timeframes and budget.
Skill in coordinating the work of multidisciplinary teams of professionals.
Skill in managing and coordinating the work of multidisciplinary consultant teams.
Skill in developing and administering contracts in compliance with state and agency policies and procedures.
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.

NOTE: The KNOWLEDGE and SKILLS (KS) are required for initial consideration. Some duties performed by positions in this class may require different KS. No attempt is made to describe every KS required for **all** positions in this class. Additional KS requirements will be explained on the recruiting announcement.

Adopted: