

STATE OF NEBRASKA CLASS SPECIFICATION
ENVIRONMENTAL QUALITY PROGRAMS SPECIALIST I

EST: 06/11 – REV: 00/00
CLASS CODE: E45131

DESCRIPTION: Under immediate supervision, performs journey level work developing, monitoring and reporting on results of less difficult environmental plans and programs effecting specific division or agency functions. Activities include planning, investigation, surveillance, monitoring, and enforcement applied to air, land, and water resources. Work involves conducting reviews and field investigations of projects with general guidance and instruction by Environmental Quality Program Specialist II's. Work assignments may be project oriented or participating in the coordination and implementation of a program; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This is the first classification level of two in the professional Environmental Quality Programs Specialist series. Positions at this level are assigned specific tasks or portions of a project based on the complexity of the work and the level of experience, training, and proficiency possessed by the incumbent. Typically the incumbent has little or no practical experience at entry level. Positions may be assigned to one or more of a variety of work functions based on acquired knowledge and ability. Positions in this classification typically advance to the second level classification after gaining sufficient experience to perform related tasks of all complexities independently.

At the second level professional Environmental Quality Programs Specialist II classification level, incumbents are expected to perform a variety of tasks on more technically complex projects and assignments. Work is performed at this level with greater independence.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do these examples include all the duties that may be assigned.)

Participates with the development of plans and programs leading to the enforcement of federal and State laws, rules, regulations, and standards.

Participates in developing strategies, modeling techniques, methods, protocol, and standards to implement environmental protection plans and programs within the State.

Drafts technical papers and reports to respond to inquiries and complaints and to provide data required or requested by federal, state, and local agencies, the professional community, or the general public.

Performs basic level scientific reviews of technical documents and problems consistent with agency policies, procedures and protocols, and references the analysis to accepted industry standards and state and federal laws and regulations.

Participates with the development and application of new methods of data interpretation to improve agency capacity in identification and evaluation of environmental impacts and program implications.

Collects environmental quality data as necessary to meet program objectives.

Meets with federal, State, and local government representatives and the general public to provide basic information and explain policies and programs.

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Participates in developing and reviewing contracts and grant proposals relating to specific projects within the scope of the agency and assigned section.

With guidance, uses statistical and computer modeling techniques to interpret environmental quality data and writes reports to identify problems and pollution abatement alternatives.

Determines the need for, reviews applications for and writes permits or licenses as required by regulations of air, solid waste, hazardous waste, and wastewater treatment for less difficult programs. Assists and learns to apply similar processes for more complex programs.

Reviews and makes recommendations for approval or denial of permits, certifications, facility plans, environmental impact statements, etc.

May assist other staff who testify as an expert witness at hearings or provide testimony to verify observations and conclusions from data collection and interpretation as required in legal actions.

Reviews EPA guidance documents, memorandums, federal register notices, federal and state regulations, professional journals and trade magazines to keep abreast of emerging issues.

Performs audits and calibration and maintenance on ambient air monitors. Operates, maintains and calibrates scientific equipment.

With supervisory guidance, conducts inspections of pollution or contamination sources and determines compliance with state and federal regulations and permit conditions.

Participates in analyzing data, statistics, charts and tables, to prepare reports or correspondence for presentation to the public and regulated community.

Participates as part of a team to prepare and present environmental seminars, events, workshops, and public information sessions that aid in the education of the public regarding environmental regulations and policies.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: the principles of ecology, geology and hydrology; biological, physical and chemical sciences; statistical and analytical methods; word processing, spreadsheet and database management computer software.

Skill in: communicating with individuals and groups with varying technical backgrounds to collect and relay information; listening to and understanding others; prioritizing workloads; using analytical judgment to make decisions; public speaking and providing presentations.

Ability to: learn and apply local, State and federal environmental laws, regulations and standards; learn, apply and uphold agency policies and procedures; establish and maintain effective working relationships with public and private officials and with the general public; read and interpret topographic and geologic maps; organize, analyze and interpret data to draw conclusions and write reports; write and prepare technical papers and reports; use computers and other tools for data storage and analysis; work outside in varying elements and terrains.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Bachelor of Science Degree in the physical sciences, natural sciences, environmental science, geology, biology, agronomy, civil engineering, environmental engineering or a related field consistent with the duties of the position, including soil science, chemistry, geology, hydrology, limnology, biology, statistics, technical writing, resource planning and computer programming.

SPECIAL NOTES:

Some positions in this class may require an applicant to possess a current professional license/degree/certificate within a professional field prior to appointment to the class.

Positions in this class may require an employee to possess a valid driver's license or the ability to provide independent authorized transportation, in order to perform work-related travel.

Regular day travel within the state required; overnight travel on occasion. It may be necessary to work irregular hours to accomplish work tasks.

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).