

DESCRIPTION: Under limited supervision, assembles and analyzes technical data in a specialized field pertinent to the functions of the employing agency to assess the impact of proposed projects and/or ongoing activities or facility operations on environmental, archeological, or economic conditions. Conducts inspections and determines compliance of agency functions with various federal, State, laws, statutes, and regulations governing environmental situations. Prepares technical preliminary and final segments of for complex reports describing the physical or technical considerations and impacts of construction projects, activities or operations, as required by the United States Environmental Protection Agency and/or other resources/regulatory agencies; 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 second full performance classification level of the Environmental Analyst class series. Positions at this level perform field assessments of the impact of agency projects including collecting data, sampling conditions, surveying interested parties, documenting and summarizing findings, and reporting and presenting this information. May administer specific compliance programs/functions for the employing agency.

Positions are classified to this class based on the kind of work assigned, scope, and level of responsibility delegated, and complexity of work assigned. Positions at this level are distinguished from the Environmental Analyst I level by the independent performance of increasingly difficult assignments. More complex assessments involving extensive coordination and negotiation may be assigned to positions at this level, but under the guidance of other professional level positions including an immediate supervisor engaged in environmental work.

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

Collects, analyzes, and assembles data needed to determine environmental impact associated with a variety of projects located statewide that are conducted or overseen by the employing agency.

Prepares Environmental Impact Statements, Environmental Assessments, Categorical Exclusions, and other impact or research statements.

Reviews environmental documents prepared by other agencies, contractors, or consultants.

Attends scoping meetings or public hearings, and reviews and prepares responses to other agency or public comments received on reports, proposals, or other statements produced by the employing agency; prepares final and supplemental reports based on comments received or upon project changes.

Coordinates work assignments and proposal reviews with pertinent federal and State resource/regulatory agency representatives during the environmental review process to obtain necessary approvals.

Confers with agency managers and/or project representatives to determine the level of documentation required by federal and State resource/regulatory agencies.

Collects and compiles technical data using computer applications and databases of the employing agency to support development of environmental documents and consultations with resource/regulatory agencies.

E45412 – ENVIRONMENTAL ANALYST II (continued)

Researches environmental topics including professional references and governmental regulations to assist senior agency management in the development of program processes and policies.

Participates in specific abatement activities involving conditions such as asbestos, lead, noise, or other pollution issues, or cultural sites.

Conducts site inspections or coordinates environmental compliance monitoring of projects, activities, or facilities to determine environmental conditions before, during, and following construction or activities related to on-going agency operations.

Updates and extracts information from agency databases, and files and retrieves records, reports, project notes, and field plans.

Participates in training sessions to acquire knowledge and to provide guidance on specific topics and issues pertinent to the work assigned.

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

Knowledge of: the principles of environmental, ecological, biological, or physical sciences pertinent to the work assigned; federal laws, State statutes, and regulations of federal and State environmental and other pertinent resource/regulatory agencies; environmental, physical, and technical evaluation and assessment techniques; the environmental programs, processes, and policies of the employing agency; project terminology and practices.

Skill in: accessing and manipulating numeric and graphic data to generate charts, tables, and graphs within mainframe and personal computer environments; using specific agency software and databases such as Geographic Information System (GIS) and Global Positioning System (GPS).

Ability to: understand and apply agency policies, criteria, and processes; interpret and apply technical environmental regulations and standards; evaluate and determine alternatives for reducing adverse impacts of agency projects or operational activities; comprehend and apply maps, design material, and construction plans; interact with agency staff, representatives of resource/regulatory agencies and local jurisdictions, and the public; communicate in a technical and non-technical manner data, reports, and recommendations to individuals and groups; collect data using proper scientific research methodology; assess the relevance, accuracy, and completeness of data; develop alternative corrective actions and similar proposals.

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's degree in a scientific or technical discipline related to the environmental assessment or compliance review principles and practices including but not limited to biological sciences, agricultural/soil sciences, geography, ecology/environmental studies, or related engineering disciplines, and one year of experience performing research, investigative, or compliance work related to environmental or other technical assessments of the impact of construction, engineering, or similar projects.

OR

Additional years of progressively responsible experience in the above work may substitute for the Bachelor's degree requirement on a year for year basis.

SPECIAL NOTES:

Some positions in this class may require training or experience in using agency related or job related computer applications or databases such as ARC-GIS software, GeoPak, Descartes, Microstation, and environmental modeling software.

Some positions in this class may require possession of a valid driver's license. Some positions in this class may require possession of licenses or certifications in job related practices.

Some positions in this class may require exposure to loud noise, heavy equipment, or adverse weather conditions (e.g., heat, cold, precipitation, or wind), or require movement across difficult terrain.

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).