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Job Code	Job Title
E45011	Environmental Specialist I
E45012	Environmental Specialist II
E45013	Environmental Specialist III
V45014	Environmental Supervisor
V45015	Environmental Manager
G45016	Environmental Deputy Director

Environment

Job Family

DESCRIPTION OF OCCUPATIONAL WORK

This class series describes research or the practical application of theory, principles, and models in the physical sciences to ensure the compliance and enforcement of federal and state laws, rules, regulations, and standards. Positions will plan, devise, and conduct data collection or testing methods to understand a problem and its cause and to determine the means to comply with program or regulatory standards or requirements. Positions also apply the results to recommend policies, strategies, solutions, and institutional arrangements for the planning, implementing, and evaluating of the agency's programs. Work includes designing experiments, methodologies, and techniques to detect, discover, measure, and analyze data on a previously unobserved phenomena or to replicate the findings of other research efforts; or, developing the methods and techniques to collect data, conducting surveys, studies, and tests, and analyzing and interpreting data and studies. Positions write reports and prepare briefings or presentations explaining the use, analysis, and results of their work, including the applicability, efficiency, and accuracy of the methods used by other findings, the effectiveness of theory and models in practice, or the enforcement of regulations. In addition, some research positions may locate and obtain funding for their research efforts.

Environmental Specialist I

E45011

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

Under immediate to general supervision, collect and analyze environmental data; assembles and analyzes data for reports; monitors environmental sources and investigates environmental issues; activities positions will assist with or perform include planning, investigation, surveillance, monitoring, and enforcement applied to environmental quality; and monitors compliance of and initiates enforcement actions.

Positions, typically, perform portions of the research assignment or study, such as performing experiments or collecting source data and analyzing it, where the methodologies have been designed, and will be checked, by a higher-level Environmental Specialist. Any changes to the original research designs or study plans require prior approval from a higher level.

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 surface water and sediment samples of natural streams for analysis of temperature, pH specific conductance, dissolved oxygen, discharge, fecal coli form, fecal strep and other biological and chemical components.

Measures discharge of streams, rivers, and irrigation canals at designated locations; performs stream gauging activities by reading and recording staff gauges and electronic recording equipment to obtain base flow stream measurements, irrigation diversion measurements and other basin flow measurements; computes surface water records from field data.

Performs routine phases of technical analysis of the hydrologic data collected in the field, including the preparation of maps, tables, graphs, and other illustrative material.

Investigates complaints from water right appropriators concerning water right usage.

Inspects various dam and reservoir structures for proper usage and safety.

Enforces the administration of water rights according to priority during water shortages.

Participate in the preparation of the annual reports to the legislature to inform them of program developments, accomplishments, and needs.

Identifies violations of state regulations/statutes and initiates appropriate enforcement actions.

Coordinates investigation and response to citizen complaints involving public water supply systems.

Develops and maintains a system to reissue and update permits for operating a public water supply system.

Performs technical reviews and assists in preparing grant applications for state and federal energy conservation programs. Conducts on-site energy audits of eligible facilities to evaluate structural energy efficiency and utilization.

Analyzes the effects of regulations, legislation, standards, and policies of assigned programs and recommends actions to make changes.

Participates in the development of program policies, procedures, and standards for assigned areas.

Submits routine and special reports to the U.S. Environmental Protection Agency (EPA) as regulated or requested.

Participates with the development, maintenance, and application of data base management systems to monitor the compliance and improve agency capacity to regulate state and federal laws/regulations.

Writes, edits, and revises regulatory summaries and/or meets with federal, state, local government, and the public to provide basic information and explain policies and programs.

Reviews draft integrated water management plans and implements plans when complete.

Drafts technical papers and/or 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.

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.

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.

Installs, operates, maintains, and inspects various instruments and equipment used to measure and/or record data for their assigned program areas.

Prepares reports, exhibits and other program information to provide materials necessary for legal actions taken by the agency. 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.

Prepares professional reports, on the basis of on-site inspections, to provide a structural analysis and specific recommendations for energy use improvement.

Provides regulatory assistance to local boards of health, municipal officials, industrial officials, consulting engineers and the public in assigned program areas.

Attends and/or 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: basic data gathering and record keeping techniques; mathematics for computing measurements; methods, procedures, and purposes of investigation and analysis; basic procedures used in sampling and related data collection; methods, procedures and purpose of investigation and analysis; building types and their energy using systems; commercial design and mechanical operations

Skill in: listening to and understanding information and/or instructions received to perform assigned tasks. interpret and apply technical information, standards, regulations, and laws.

Ability to: communicate effectively both orally and in writing; collect, organize and present information accurately; learn and apply regulations, department policies and State statutes; gather, compile and evaluate a wide range of information from varied sources; assess field situations and make on-the-spot judgments; organize and coordinate a wide range of activities within a program area; establish and maintain effective working relationships with public and private officials, and the general public

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

Associates Degree in the physical sciences, natural sciences, environmental science, geology, biology, agronomy, civil engineering, environmental engineering, mechanical engineering, chemical engineering, hydrology, community and regional planning, or a related field OR two years of work experience in a related area.

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Environmental Specialist II

E45012

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

Under general supervision; performs professional research work collecting and analyzing natural science data for compliance of agency functions with various federal and State laws, rules, regulations, standards and interstate compacts and decrees; assembles and analyzes technical data in a specialized field pertinent to the functions of the employing agency; activities performed include developing, monitoring, and reporting results of environmental plans and programs effecting division wide or agency wide functions; develops policies and procedures to implement new regulations; planning, investigation, surveillance, monitoring, and enforcement applied to environmental quality; monitors compliance of and initiates enforcement actions.

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.)

Develops plans and programs, which include strategies, modeling techniques, methods, protocol, and standards, leading to the enforcement of federal and State laws, rules, regulations, and standards for assigned environmental programs.

Conducts surveys and/or inspections of assigned disciplines and determines compliance with State and federal regulations and permit conditions; write monitoring and corrective action plans or evaluations.

Reviews and makes recommendations for approval or denial of permit applications, certifications, facility plans, environmental impact statements, etc.; conducts compliance evaluations of permitted facilities to ensure continued conformance with permit provisions; to determine potential environmental impact.

Conducts complex on-site energy efficiency inspections to ensure completion, appropriateness, and quality of energy efficiency measures.

Conducts on-site energy audits of eligible facilities to evaluate structural energy efficiency and utilization and compliance with State and Federal guidelines.

Issues technical papers and/or reports to provide data required or requested by federal, State, local agencies, the professional community, or the general public.

Writes, reviews and revises regulations, technical guidelines, and proposed legislation to establish State standards in response to new standards recognized in the professional community and/or required by federal standards.

Develops and reviews contracts and grant proposals relating to specific projects within the scope of the agency and assigned section.

Uses advanced 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 discharge regulations of air, solid waste, hazardous waste, and wastewater treatment.

Operates, maintains, and calibrates scientific equipment. Performs maintenance functions as necessary.

Prepare and present environmental information to federal, State, local government representatives, and the general public to explain program policies and programs; promoted safe drinking water; and educate the public regarding environmental regulations and policies.

Prepares annual reports to the legislature to inform them of program developments, accomplishments, and needs.

Develops, maintains, and applies new methods of data interpretation and evaluation of environmental impacts and/or program implications.

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.

Collects and analyzes environmental samples to study, interpret and evaluate environmental data.

Conducts technical reviews of contamination assessments, cleanups, and remedial action plans to determine need for and level of monitoring.

Prepares and presents results of technical reviews using visual interpretive depictions of environmental data and letters, reports, or maps.

Reviews available geological, hydrological, and chemical data for the purpose of advising owners of existing and proposed public water supply systems of the safety and reliability of the groundwater source and the efficiency of well installations. Provides informational assistance on technical matters to system operators and/or system owners on modifications necessary for water system compliance.

Provides on-site enforcement and gives guidance on violations of the Safe Drinking Water Act to public water supplies. Performs statistical and data analysis to identify quality and potential contamination sources.

Assembles and maintains a historical record of the groundwater withdrawal practices carried out by cities and villages.

Investigates the geological aspects of water well failures and participates in the establishment of design criteria assuring greater reliability for future installations. Evaluates and assists in the establishment of parameters associated with well design.

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

Knowledge of: the principles of ecology, geology and hydrology; biological, mathematics, physical and chemical sciences; statistical and analytical methods; scientific and technical data collection methods; building types and systems using energy; residential and commercial design and mechanical operations; word processing, spreadsheet and database management computer software; practical application of engineering science and technology; principles and methods for describing features of land masses including physical characteristics and distribution of plant, animal and human life.

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; using specific agency software and databases such as Geographic Information System (GIS) and Global Positioning System (GPS).

Ability to: learn and apply local, State and federal environmental laws, regulations and standards; understand and apply agency policies, criteria, and processes; establish and maintain effective working relationships with public and private officials and with the general public; operate, maintain and repair field data collection equipment; think logically; write and prepare technical papers and reports; interact with agency staff, representatives of resource/regulatory agencies and local jurisdictions, and the public; gather and maintain technical data; organize, analyze and interpret data to draw conclusions and write reports; use computers and other tools for data storage and analysis; work outside in varying elements and terrains; select and compile data and other information; prepare reports.

[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 the physical sciences, natural sciences, environmental science, geology, biology, agronomy, civil engineering, environmental engineering, mechanical engineering, chemical engineering, hydrology, community and regional planning, or a related field. Experience may substitute for education on a year-for-year basis.

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Environmental Specialist III

E45013

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

Under limited supervision, performs advanced technical professional research work in collecting, analyzing, computing, and reporting to ensure compliance with federal and State laws, rules, regulations, standards and interstate compacts and decrees; monitors and coordinates permit application processes; manages, coordinates, and/or monitors program compliance. Trains agency, state, and local public officials and staff on federal and State program regulations, procedures, standards, and requirements.

Positions in this level develop research or study plans, including formulating hypotheses, designing experiments or studies, devising, and testing data collection procedures, defining suitable subjects or samples and the procedures to solicit participation, and evaluating and interpreting source data. Work includes observing or interviewing subjects, conducting experiments or surveys, writing reports and conclusions on results and conclusions, and presenting results and conclusions to others.

Some positions in this level have lead worker responsibilities over others in the class series, are considered the subject matter expert in a particular expertise, providing guidance across the agency, or has oversight on several programs having distinctively different areas of 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.)

Plans and conducts surveys and assessments pertinent to environmental issues on state projects and facilities; Utilizes Geographic Information System (GIS) and Global Positioning System (GPS) for data collection and interpretation; Conducts desk top reviews and field monitoring to assess site conditions.

Coordinates monitoring and conduct inspections related to environmental issues and commitments from various environmental resource agencies on projects and facilities; Utilizes various reporting tools to document monitoring and inspection activities; Updates plans and reports to ensure that inspection and monitoring activities are being properly documented.

Maintains databases, research records, files, and field notes, project plans and reports, and reference material to retain findings, evaluations made, and actions initiated concerning environmental impacts of assigned projects; Develops, reviews, and coordinates scope of services and cost estimates; Performs contract administration and negotiation duties for environmental service contracts.

Researches professional standards and publications, governmental regulations, criteria, and proposals pertinent to environmental topics to assist in development of agency programs, plans, guidance, procedures, and policies; Develops, reviews, coordinates, and communicates environmental policies, programs, and guidance to internal employees, contractors, consultants and public agencies; Develops and presents training materials on environmental topics for internal employees, contractors, consultants and public entities.

Uses databases and analysis techniques to interpret and summarize environmental data to identify problems and develop solutions and make recommendations; Analyzes survey data and plans to develop strategies to avoid and minimize potential construction affects to environmental resources that may occur within the project corridor; Interprets and generates plans, maps, reports and GIS database resources to identify and locate environmental features and conditions; Collects, analyzes, and compiles technical data using computer applications and databases to support development of documents and consultations with resource/regulatory agencies.

Prepares plans, reports, and permits necessary to communicate with agencies, contractors, and agency staff the environmental issues associated with the assigned program, project, and/or facility; Writes, reviews, and edits technical guidelines, construction specifications, environmental commitment documents for construction and maintenance projects and activities; Prepares research proposals and coordinates with university personnel on the project implementations.

Coordinates with Federal and State agency representatives during environmental reviews; Coordinates and attends agency meetings to participate in identification and assessment of environmental issues associated with programs, projects, and facilities; Coordinates and manages consultant deliverables; Attends meetings, preparing responses to comments on reports, proposals, or other statements; Confers with landowners and representatives of Federal, State and Local agencies to share project/program impact information, to negotiate courses of action, and to achieve mutual objectives; Coordinates with interdisciplinary teams to develop recommendations and plans to mitigate adverse impacts.

Develops or oversees the development of procedures to collect and/or analyze surface and/or groundwater flow, diversion, and water use data to determine compliance with water rights or interstate compacts or decrees.

Monitors compliance with state laws, rules, and regulations or with interstate compacts by contacts with permit holders, performing and/or reviewing field investigations, monitoring, and analyzing stream and ground water diversions, and reviewing documents generated in this process.

Investigates data, researches historical, administrative, and legal documents, evaluates geological, hydrological, economic, social environmental, legal and structural data and models to make recommendations concerning the adjudication, cancellation, or compliance with State and federal regulations and permit conditions.

Oversees the development of specifications and the procurement, utilization, installation, and repair of permanent stream gauging sites.

Research agency records and maps, legal documents and arguments filed by attorneys and parties; compile agency exhibits; participate in pre-hearing conferences with parties; pose questions in the hearing process to elicit information required for a decision; review testimony and exhibits to draft an argument relating to approving, denying, or modifying a water right.

Writes orders to approve, cancel, or adjudicate water rights based on statutory requirements or conditions of the permit as requested.

Attends professional scientific conferences and programs and utilizes professional research literature to stay current and maintain expertise.

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

Knowledge of: applicable federal and state laws and administrative regulation, policies, and standards of the agency of the programs relevant to the assigned duties; the principles of ecology, geology, hydrology, biological, physical or chemical sciences; statistical and analytical methods; statistical and mathematical models as applied to the analysis and interpretation of technical data spreadsheet and database management computer software; the techniques of research, planning, implementation, and evaluation applicable to programs within the hiring agency; Office suite (Word, Excel, Power Point, Outlook); equipment used for measuring, testing, and recording scientific data; rules and regulations of other pertinent resource/regulatory agencies.

Skill in: applying several natural sciences to your work; understanding and performing scientific analysis techniques; explaining the results of these analyses to decision makers; understanding and comprehending written documents; coordinating Agency activities with individuals, other state agencies, and the federal government; communicating with individuals and groups with varying technical backgrounds to collect and relay information; listening to and understanding others; conflict resolution; prioritizing workloads; using analytical judgment to make decisions; using specific software and databases such as Geographic Information System and Global Positioning System; public speaking and providing presentations; using logic to identify alternative solutions or conclusions.

Ability to: learn, comprehend, 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; 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's Degree in the physical sciences, natural sciences, environmental science, geology, biology, agronomy, civil engineering, environmental engineering, mechanical engineering, chemical engineering, hydrology, community and regional planning, or a related field AND two years of professional experience in a related field. Experience may substitute for education or a year-for-year basis.

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Environmental Supervisor

V45014

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

Under limited supervision, performs supervisory and administrative work in collecting, analyzing, computing, and reporting to ensure compliance with federal and State laws, rules, regulations, standards and interstate compacts and decrees. Positions at this level supervise professional level scientific positions, manage administrative activities, direct and coordinate projects, develop and implement policies, processes, and directives. Positions may be responsible for various environmental program functions such as field studies or impact assessments, regulatory/technical compliance reviews, interagency/jurisdiction liaisons, and agency and contractor technical assistance coordination activities.

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.)

Assigns and supervises work activities and schedules of assigned teammates to accomplish work objectives, priorities, and assignments and to balance workloads and leave schedules; confers with employees about work plans, priorities, deadlines, and problems to resolve operational issues and delays.

Trains, guides, and counsels assigned employees to develop their performance capacities and to ensure consistent implementation of policies, procedures, and standards; develops and directs training programs.

Develops and applies employee selection and performance management criteria and procedures to evaluate applicant capabilities and employee performance, to recommend personnel actions, and to record/document assessments made; may make final selection of new employees.

Interprets and applies governmental regulations pertinent to agency projects, environmental assessments, and other program needs; directs the development and implementation of policies, procedures, and criteria to comply with these regulations.

Directs the activities of a section in the surveillance and analysis program, permits and enforcement program or program planning, to accomplish the goals and directives of the Nebraska Environmental Protection Act, the Federal Clean Water Act, Clean Air Act, and the Federal Resources Conservation Act, and other environmental statutory requirements.

Administers the activities of the federal and state environmental permitting and compliance programs.

Recommends approval of plans for environmental permitting programs and oversees all groundwater and surface water quality planning and monitoring activities.

Develops policies and procedures applicable to air, water or waste programs and ensuring their implementation. Interprets federal and state laws/regulations to staff, system owners/operators, local officials and private citizens to ensure compliance with applicable laws and regulations.

Plans formulation and program planning recommendations relating to the environmental programs; responsible for developing policies, procedures and methods for surveillance and analysis programs; responsible for the development, promulgation and publication of rules and regulations for all permit and enforcement programs.

Supervises the planning, implementation and technical reporting for environmental surveys and studies.

Assists in determining program and budget requirements, administering the State/EPA Agreement, and managing the division's property and equipment needs.

Reviews agency project designs for their potential impact and compliance with regulatory requirements; reviews and approves documents and plans to mitigate identified impacts on wetland sites, endangered and threatened species, or storm water stabilization conditions; inspects work sites as needed to ensure compliance with plans, specifications, and requirements.

Coordinates planning and technical analyses as well as develops and executes department and division research programs for the integrated surface water/groundwater management planning process and/or interstate compacts, decrees, or agreements; assists in implementing integrated water management plans; reviews success of such plans toward achievement of goals and demands. Determines if groundwater models are adequate for use in management decisions.

Conducts hydraulic and hydrologic analyses focusing on the relationship between surface water and groundwater. Reviews existing databases to determine availability of hydrologic data for specific projects.

Administers state water laws for a significant portion of the state. Computes the natural flow of surface water and compares the results with intrastate decrees and interstate compacts to ensure compliance with laws and regulations. Apportions storage releases from major reservoirs and publishes daily and cumulative storage use by individual canals. Acquires discharge of canal diversions, administrative stream flow, reservoir contents, and other pertinent data for publication of a daily bulletin.

Prepares and submits department reports, technical and statistical analyses, and publications.

Attends meetings of environmental associations and organizations to share/present program information and proposals and/or agency perspective on environmental program initiatives, activities, and issues.

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

Knowledge of: applicable federal and state laws and administrative regulation, policies, and standards of the agency of the programs relevant to the assigned duties; the principles of ecology, geology, hydrology, biological, physical or chemical sciences; statistical and analytical methods; statistical and mathematical models as applied to the analysis and interpretation of technical data spreadsheet and database management computer software; the techniques of research, planning, implementation, and evaluation applicable to programs within the hiring agency; Office suite (Word, Excel, Power Point, Outlook); equipment used for measuring, testing, and recording scientific data; rules and regulations of other pertinent resource/regulatory agencies.

Skill in: applying several natural sciences to your work; understanding and performing scientific analysis techniques; explaining the results of these analyses to decision makers; understanding and comprehending written documents; coordinating Agency activities with individuals, other state agencies, and the federal government; communicating with individuals and groups with varying technical backgrounds to collect and relay information; listening to and understanding others; conflict resolution; prioritizing workloads; using analytical judgment to make decisions; using specific software and databases such as Geographic Information System and Global Positioning System; public speaking and providing presentations; using logic to identify alternative solutions or conclusions.

Ability to: learn, comprehend, 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; 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's Degree in the physical sciences, natural sciences, environmental science, geology, biology, agronomy, civil engineering, environmental engineering, mechanical engineering, chemical engineering, hydrology, community and regional planning, or a related field AND two years of professional experience in a related field. Plus, experience leading and/or supervising others related to environmental programs. Experience may substitute for education on a year-for-year basis.

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Environmental Manager

V45015

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

Under administrative direction, positions in this classification plan, organize, and manage the work activities and operations of an Environmental function(s) within the assigned agency, which represents a part of the agency's total operations and consists of complex, multifunctional programs with statewide impact; plan, organize and direct functions and ensure activities are carried out efficiently and in compliance with applicable federal and State laws, rules, regulations, standards and interstate compacts and decrees. Positions in this class supervise personnel, professionals, and subordinate supervisors, develop procedures, methods, and programs, and administer funds for assigned environmental program(s).

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.)

Administers the daily operations of an Environmental area within assigned agency through developing and implementing program objectives, strategies, policies, and procedures in compliance with applicable State and federal laws and regulations.

Directs managers, supervisors, professional level scientific/environmental, technical, and other support positions, and coordinates various work projects with other agency sections and divisions, and external State and federal resource/regulatory agencies.

Develop and implement policies, processes, and directives, which impact the agency's statewide environmental program functions, interagency and inter-jurisdiction program operations, and agency and contractor technical oversight and coordination activities.

Plans and manages activities of assigned agency work units and teammates with external agencies and workers to ensure internal and external coordination with state and other government agencies and interested entities to resolve administrative or programmatic issues and operational delays.

Confers with assigned employees and consultants to obtain information needed for budgets and work plans, schedules, priorities, and deadlines; recommends budget and other resource needs of the area.

Assigns and supervises work activities and monitors schedules of assigned managers, other teammates, and consultants to ensure attainment of work goals and priorities and completion of assignments and to balance workloads and leave schedules.

Plans, assigns, directs, and evaluates the work of managers, supervisors and other professional staff including recommending personnel actions related to selection, disciplinary procedures, performance, leaves of absence, grievances and work schedules and assignments.

Collects and oversees the collection of technical and scientific data; analyzes data and prepares reports to present findings and support conclusions to agency management including the Director and Deputy Director.

Monitors Division budget and approves expenditures to ensure appropriate use of multiple State and federal funding sources; plans and organizes programs according to budgeted resources.

Drafts and reviews proposed legislation affecting Division's programs and/or operations.

Confers with agency managers, engineers, and teammates to provide expert environmental evaluations about the impacts of agency projects and to participate in the development of work scopes and executing of work activities for projects from conception to letting for construction and associated environmental compliance; confers with representatives of environmental resource/regulatory agencies to identify and resolve environmental issues and concerns associated with agency project and maintenance activities; conducts periodic interagency meetings concerning projects and environmental activities.

Directs the development, implementation, and updating of agency state-wide environmental procedures manual and environmental management system to ensure attainment of agency goals and compliance with all environmental laws, statutes, rules, and regulations.

Serves on various committees, boards, and other professional groups as a representative of the agency; serves as the subject matter expert to ensure information regarding Division activities is accurately conveyed.

Makes enforcement recommendations to the agency Director. Approves letters of warning and notices of violations. Testifies at enforcement hearings and during formal litigation.

Analyzes relevant legislative issues on a state and national level regarding the potential impact to the division and agency the regulated community, and the public. Prepare and or comment on draft legislation and proposed amendments, present testimony to the legislative committees, respond to legislative inquiries, analyze fiscal impacts.

Serves on leadership positions in national organizations.

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

Knowledge of: state government, budgetary and financial procedures, federal and state laws and regulations relevant to the assigned agency divisions and their programs and functions; the legislative process; the principles of supervision and staff development; business and management principles including strategic planning, resource allocation, human resources administration and associated administration techniques, leadership and ordination of people and resources; standards and practices; planning and evaluation techniques for soil and water conservation projects, ecology and agriculture; and, as appropriate, modern principles of natural resources management and comprehensive basin planning, engineering constructs, hydrology, hydraulics, and geology.

Skill in: effectively communicating to express technical ideas, proposals and requirements; interact with co-workers, governmental officials, resource/regulatory agency employees, professional group representatives, the media, and the public; using logic and reasoning to identify strengths and weaknesses of alternative solutions; recognizing problems, developing, and evaluating options, and implementing solutions; effectively delegating authorities and overseeing processes

Ability to: learn, apply and interpret state statutes, agency policies, and procedures relating to areas of responsibility; oversee and control the functions of statewide programs; plan, assign and supervise the work of others and analyze work quality; establish and maintain effective relationships with the public, federal, state and local agencies; administer programs of a technical nature; establish program objectives or performance goals and assess progress; formulate policies to meet identified needs, goals or objectives; exercise judgment, decisiveness and creativity in critical and/or unexpected situations.

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 the physical sciences, natural sciences, environmental science, geology, biology, agronomy, civil engineering, environmental engineering, mechanical engineering, chemical engineering, hydrology, community and regional planning, or a related field AND two years of experience in areas of management and/or supervision of staff involved in diverse activities related to environmental programs. Experience may substitute for education on a year-for-year basis.

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Environmental Deputy Director

G45016

1DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

Under administrative direction, directs and oversees the day-to-day management of one or more major divisions of the agency with responsibility for agency administration and operational programs, or more programmatic, technical divisions within an agency. Positions at this level assists the agency director in establishing and administering department policies, procedures, organizational structure, budget, and work assignments. Positions in this classification report to the agency director of an Environmental agency.

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.)

Assists the agency director in formulating operating and/or administrative strategies, policies, and procedures for the agency; implementation of daily administration functions for the agency; evaluation of fiscal and administrative impacts which legislative proposals may have on the agency; developing agency and division goals, objectives, and implementation methods.

Directs implementation of administrative and/or program control systems to obtain necessary administrative and/or program information and financial data required in the decision-making and planning process.

Oversees the operation of assigned agency programs or functions to ensure compliance with state, federal, and local requirements including but not limited to: applications for grants, cost tracking and reimbursement requests, and required reporting.

Directs efforts to evaluate work processes with the objective of identifying, designing, and implementing improvements to increase effectiveness, efficiency and public interaction related to assigned divisions. This may involve proposing and advocating for changes to existing statutes, rules, and policies.

Supervises and provides oversight of the Department's financial, budget, human resources, information technology, and special projects functions, and administrative support for the assigned agency.

Confers with multiple levels of management to discuss and solve agency-wide problems and/or issues that impair the effectiveness and efficiency of the organization. Monitoring performance and completion of division objectives and tasks.

Serves as the agency's administrative officer with responsibility for transaction pre-audit and supervising procurement and accounting activities.

Represents the Director and the agency at various public meetings, conferences, and seminars.

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

Knowledge of: state government, budgetary and financial procedures, federal and state laws and regulations relevant to the assigned agency divisions and their programs and functions; the legislative process; the principles of supervision and staff development; business and management principles including strategic planning, resource allocation, human resources administration and associated administration techniques, leadership and ordination of people and resources; standards and practices; planning and evaluation techniques for soil and water conservation projects, ecology and agriculture; and, as appropriate, modern principles of natural resources management and comprehensive basin planning, engineering constructs, hydrology, hydraulics, and geology.

Skill in: effectively communicating in speech and writing to convey information; using logic and reasoning to identify strengths and weaknesses of alternative solutions; recognizing problems, developing, and evaluating options, and implementing solutions; effectively delegating authorities and overseeing processes

Ability to: learn, apply and interpret state statutes, agency policies, and procedures relating to areas of responsibility; oversee and control the functions of statewide programs; plan, assign and supervise the work of others and analyze work quality; establish and maintain effective relationships with the public, federal, state and local agencies; administer programs of a technical nature; establish program objectives or performance goals and assess progress; formulate policies to meet identified needs, goals or objectives; exercise judgment, decisiveness and creativity in critical and/or unexpected situations.

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 business administration, physical sciences, natural sciences, environmental science, geology, biology, agronomy, civil engineering, environmental engineering, mechanical engineering, chemical engineering, hydrology, community and regional planning, or a related field AND five years of experience in areas of management and/or supervision of a large staff involved in diverse activities related to environmental programs. Experience may substitute for education on a year-for-year basis.

SPECIAL NOTES APPLICABLE TO ALL LEVELS:

Some positions may require four years' experience as a licensed water operator for a community public water supply system, as a regulatory agent of public water systems or as a provider of technical assistance to public water systems OR other qualifications necessary to obtain a Grade I Water Operator license as listed in Title 179 NAC 10-005.01(3)(a, b, c, d) within four years of hire. **OR** Four years' experience as a licensed water well drilling / pump installation professional or other qualifications necessary to obtain a Water Well Drilling / pump installation contractor license within four years of hire, Sections I – IV as listed in Title 178 NAC 10-005.01 (1-4).

Some positions 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 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.

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

Positions 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.

Each credentialed individual is responsible for maintaining certificates or records of continuing competency activities.

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).

Established: 07/21

Note: Classification-specification is subject to change. Please refer to the Nebraska State Personnel Job Specification website at <https://das.nebraska.gov/personnel/classcomp/jobspecs/jobspecs.html> to ensure this represents the most current copy of the description.

The following is a summary of changes made to this class specification.

Section	Change Description	Effective Date
Management Levels Added		2/28/22
Job Duties	Added Job duties to the first two levels	3/22/22