

ENVIRONMENT

Broad Occupational Category - 45

DUTIES AND RESPONSIBILITIES

- *Ensure adherence to federal and state laws, compacts, and decrees.*
- *Conduct environmental surveys, inspections, and monitoring of air, water, soil, and wildlife.*
- *Monitor compliance with environmental permits and regulations.*
- *Perform compliance evaluations of facilities, projects, or sites.*
- *Conduct field investigations for potential environmental impacts.*
- *Develop, plan, and manage environmental programs and projects.*
- *Develop, interpret, and enforce environmental policies and procedures.*
- *Communicate environmental policies, procedures, and technical findings to public, staff, and officials.*
- *Use computer applications and databases for data analysis and reporting.*
- *Collect, analyze, and interpret environmental samples and data.*
- *Review permits, licenses, certifications, and facility plans for compliance.*
- *Educate stakeholders on environmental standards and compliance requirements.*
- *Monitor and report on program compliance with federal, state, and local regulations.*
- *Evaluate projects for potential environmental impacts and risks.*
- *Provide technical assistance and guidance to other agencies, municipalities, and regulated entities.*

COMPETENCIES

- **Problem Solving:** Uses rigorous logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious and doesn't stop at the first answers.
- **Organizing:** Can marshal resources (people, funding, material, support) to get things done; can orchestrate multiple activities at once to accomplish a goal; uses resources effectively and efficiently arranges information and files in a useful manner.
- **Customer Focus:** Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.
- **Ethics and Values:** Adheres to an appropriate (for the setting) and effective set of core values and beliefs during both good and bad times; acts in line with those values; rewards the right values and disapproves of others; practices what he/she preaches.
- **Integrity and Trust:** Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.
- **Composure:** Is cool under pressure; does not become defensive or irritated when times are tough; is considered mature; can be counted on to hold things together during tough times; can handle stress; is not knocked off balance by the unexpected; doesn't show frustration when resisted or blocked; is a settling influence in a crisis.
- **Functional/Technical Skills:** Has the functional and technical knowledge and skills to do the job at a high level of accomplishment.
- **Planning:** Accurately scopes out length and difficulty of tasks and projects; sets objectives and goals; breaks down work into the process steps; develops schedules and task/people assignments; anticipates and adjusts for problems and roadblocks; measures performance against goals; evaluates results.
- **Written Communications:** Is able to write clearly and succinctly in a variety of communication settings and styles; can get messages across that have the desired effect.

- **Dealing With Ambiguity:** Can effectively cope with change; can shift gears comfortably; can decide and act without having the total picture; isn't upset when things are up in the air; doesn't have to finish things before moving on; can comfortably handle risk and uncertainty.
- **Approachability:** Is easy to approach and talk to; spends the extra effort to put others at ease; can be warm, pleasant, and gracious; is sensitive to and patient with the interpersonal anxieties of others; builds rapport well; is a good listener; is an early knower, getting informal and incomplete information in time to do something about it.
- **Conflict Management:** Steps up to conflicts, seeing them as opportunities; reads situations quickly; good at focused listening; can hammer out tough agreements and settle disputes equitably; can find common ground and get cooperation with minimum noise.
- **Timely Decision Making:** Makes decisions in a timely manner, sometimes with incomplete information and under tight deadlines and pressure; able to make a quick decision.
- **Decision Quality:** Makes good decisions (without considering how much time it takes) based upon a mixture of analysis, wisdom, experience, and judgment; most of his/her solutions and suggestions turn out to be correct and accurate when judged over time; sought out by others for advice and solutions.
- **Peer Relationships:** Can quickly find common ground and solve problems for the good of all; can represent his/her own interests and yet be fair to other groups; can solve problems with peers with a minimum of noise; is seen as a team player and is cooperative; easily gains trust and support of peers; encourages collaboration; can be candid with peers.

SMART Goal Prompting Questions

Ensure adherence to federal and state laws, compacts, and decrees

- What actions could you take to improve adherence to applicable federal and state environmental laws, compacts, decrees, and requirements?
- How will you measure success, such as reducing compliance findings, improving review completion rates, or identifying potential issues earlier?
- What regulatory tracking tools, training, checklists, or review processes could strengthen compliance efforts?
- How does consistent adherence to environmental requirements support public health, environmental protection, and agency accountability?
- By what date or compliance cycle will you aim to improve a specific compliance practice?

Conduct environmental surveys, inspections, and monitoring of air, water, soil, and wildlife

- What strategies could you use to improve the thoroughness, consistency, accuracy, or efficiency of environmental surveys, inspections, and monitoring activities?
- How will you measure success, such as completing inspections on schedule, improving data quality, identifying issues earlier, or reducing follow-up inspections?
- What sampling methods, inspection checklists, monitoring technology, or field procedures could strengthen environmental assessments?
- How does effective environmental monitoring support protection of natural resources and compliance with environmental standards?
- By what date or inspection/monitoring cycle will you aim to improve field monitoring practices?

Monitor compliance with environmental permits and regulations

- What actions could you take to strengthen ongoing monitoring of permit conditions and regulatory requirements?
- How will you measure success, such as increasing timely compliance reviews, identifying violations earlier, reducing repeat deficiencies, or improving corrective-action follow-up?
- What compliance tracking systems, inspection schedules, permit databases, or notification procedures could strengthen monitoring?
- How does effective permit compliance monitoring support environmental protection and regulatory accountability? By what date or compliance cycle will you aim to improve permit monitoring practices?

Perform compliance evaluations of facilities, projects, or sites

- What steps could you take to improve the consistency, thoroughness, and effectiveness of environmental compliance evaluations?

- How will you measure success, such as reducing evaluation backlogs, identifying deficiencies earlier, improving documentation, or completing corrective actions more efficiently?
- What evaluation criteria, checklists, risk-based approaches, or data tools could strengthen compliance reviews?
- How do thorough compliance evaluations support consistent enforcement and protection of environmental resources?
- By what date or evaluation cycle will you aim to improve compliance evaluation practices?

Conduct field investigations for potential environmental impacts

- What strategies could you use to improve the efficiency, accuracy, and thoroughness of field investigations into potential environmental impacts?
- How will you measure success, such as reducing investigation time, improving evidence collection, identifying impacts earlier, or reducing repeat site visits?
- What investigation protocols, sampling methods, mapping tools, documentation standards, or technical resources could strengthen field investigations?
- How does effective field investigation support sound environmental decisions and timely response to potential impacts?
- By what date or investigation cycle will you aim to improve field investigation practices?

Develop, plan, and manage environmental programs and projects

- What actions could you take to improve the planning, implementation, management, or outcomes of environmental programs and projects?
- How will you measure success, such as achieving project milestones, improving participation, completing projects on schedule, or meeting environmental outcomes?
- What project-management tools, performance measures, stakeholder input, or resource-planning methods could strengthen program management?
- How does effective program management support agency priorities and long-term environmental protection?
- By what date or project cycle will you aim to implement or improve a specific environmental program or project?

Develop, interpret, and enforce environmental policies and procedures

- What steps could you take to improve the clarity, consistency, effectiveness, and enforceability of environmental policies and procedures?
- How will you measure success, such as reducing procedural inconsistencies, improving compliance, completing policy reviews on schedule, or reducing repeat violations?
- What regulatory research, stakeholder input, policy-review processes, or enforcement guidance could strengthen policy development?
- How do clear and consistently enforced policies support environmental protection and regulatory fairness?

- By what date or policy review cycle will you aim to develop, update, or improve a specific policy or procedure?

Communicate environmental policies, procedures, and technical findings to public, staff, and officials

- What strategies could you use to make technical environmental information clearer, more accessible, and more useful to different audiences?
- How will you measure success, such as improved stakeholder understanding, fewer clarification requests, stronger participation, or positive feedback?
- What presentation techniques, visual aids, plain-language resources, or communication tools could strengthen technical communication?
- How does effective communication support transparency, informed decision-making, and public understanding of environmental issues?
- By what date or communication cycle will you aim to improve a specific environmental communication practice?

Use computer applications and databases for data analysis and reporting

- What actions could you take to improve your efficiency and accuracy in using environmental databases, applications, and analytical tools?
- How will you measure success, such as reducing data-entry errors, shortening reporting time, improving data accessibility, or producing more useful analyses?
- What software training, database improvements, automation, reporting tools, or data-quality procedures could strengthen your work?
- How does effective use of technology support accurate environmental analysis, reporting, and decision-making?
- By what date or development cycle will you aim to improve your use of environmental data systems?

Collect, analyze, and interpret environmental samples and data

- What strategies could you use to improve the accuracy, consistency, and usefulness of environmental sampling and data analysis?
- How will you measure success, such as reducing sampling errors, improving data quality, completing analyses more efficiently, or identifying trends more effectively?
- What sampling protocols, laboratory procedures, analytical tools, quality-control measures, or training could strengthen environmental data collection?
- How does reliable environmental data support sound regulatory and resource-management decisions?
- By what date or sampling/analysis cycle will you aim to improve a specific aspect of environmental data management?

Review permits, licenses, certifications, and facility plans for compliance

- What actions could you take to improve the accuracy, consistency, and timeliness of reviewing permits, licenses, certifications, and facility plans?

- How will you measure success, such as reducing review backlogs, shortening processing times, identifying deficiencies earlier, or reducing the need for repeated submissions?
- What review checklists, regulatory references, tracking systems, or quality-control processes could strengthen document reviews?
- How does thorough review support environmental compliance, efficient permitting, and protection of public resources?
- By what date or review cycle will you aim to improve permitting or plan-review practices?

Educate stakeholders on environmental standards and compliance requirements

- What strategies could you use to improve stakeholder understanding of environmental standards, regulations, and compliance responsibilities?
- How will you measure success, such as increased training participation, fewer recurring violations, fewer clarification requests, or improved compliance rates?
- What workshops, guidance documents, presentations, FAQs, or technical-assistance resources could strengthen stakeholder education?
- How does effective education help regulated entities and communities meet environmental requirements and prevent violations?
- By what date or outreach cycle will you aim to improve a specific stakeholder education initiative?

Monitor and report on program compliance with federal, state, and local regulations

- What steps could you take to improve monitoring, documentation, and reporting of environmental program compliance?
- How will you measure success, such as improving reporting timeliness, reducing compliance deficiencies, increasing data accuracy, or completing reviews on schedule?
- What compliance dashboards, reporting templates, tracking tools, or quality-control procedures could strengthen program oversight?
- How does accurate compliance reporting support accountability and demonstrate effective environmental program management?
- By what date or reporting cycle will you aim to improve compliance monitoring or reporting?

Evaluate projects for potential environmental impacts and risks

- What actions could you take to improve the identification, evaluation, and communication of environmental risks associated with proposed projects?
- How will you measure success, such as identifying potential impacts earlier, improving review quality, reducing project delays, or strengthening mitigation recommendations?
- What risk-assessment methods, environmental data, modeling tools, technical reviews, or stakeholder input could strengthen project evaluations?

- How does early identification of environmental risks support informed decisions and effective mitigation?
- By what date or project review cycle will you aim to improve environmental impact evaluations?

Provide technical assistance and guidance to other agencies, municipalities, and regulated entities

- What strategies could you use to improve the timeliness, clarity, consistency, and usefulness of technical assistance provided to external partners?
- How will you measure success, such as faster issue resolution, improved compliance, fewer repeat questions, or increased stakeholder satisfaction?
- What guidance materials, training, technical resources, consultation processes, or communication tools could strengthen technical assistance?
- How does effective technical assistance help agencies, municipalities, and regulated entities achieve compliance and environmental objectives?
- By what date or assistance cycle will you aim to improve a specific technical-assistance practice?