

**STATE OF ARIZONA JOB CODE CLASSIFICATION SPECIFICATION**

<b>FLSA:</b>	<b>EXP</b>	<b>Job Code:</b>	<b>ACV37218</b>
<b>Job Class Code:</b>	<b>760</b>	<b>Salary Schedule:</b>	<b>ASRRENVPG</b>
<b>EEO Category:</b>	<b>02</b>	<b>Grade:</b>	<b>22</b>
<b>Workers Comp Code:</b>	<b>9410</b>		

<b>Job Code Established:</b>	<b>08/22/88</b>	<b>Effective Date:</b>	
<b>Job Code Revised:</b>	<b>01/14/94</b>	<b>Effective Date:</b>	

**JOB CODE SERIES:** Environmental Series

**JOB CODE TITLE:** ENVIRONMENTAL PROGRAM SUPERVISOR  
(ENGINEERING, HYDROLOGIC, SCIENTIFIC)

**HRIS TITLE:** ENVMTL PRG SPV

**CHARACTERISTICS OF THE CLASS:** Works under general direction of multi-unit program manager. Work is reviewed upon completion to ensure compliance with program goals/objectives, state and federal laws, rules, and regulations, and accepted scientific/engineering methodology. Has the authority to monitor/review all projects completed within assigned program area(s); implement operating policies, procedures, and work standards applicable to assigned program area(s); supervise subordinate staff, including effective recommendation regarding hiring, firing, and disciplinary actions. Supervises professional level scientific, hydrologic, and/or engineering staff in a major environmental control program unit; resolves day-to-day problems regarding policy/procedure interpretation that are referred by subordinate staff; provides major input for rules/regulations and policy/ procedure development/modification in program area(s) impacting area(s) of responsibility/technical expertise. Work product consists of operating procedures for efficient/effective completion of environmental control activities in assigned program area(s); prioritized and scheduled assignments for subordinate staff; resolution of problems involving interpretation of day-to-day operating policies/procedures. Responsible for effective assignment and scheduling of staff and equipment assigned to the work unit; accurate and timely completion of work assigned to the program area; direct supervision of subordinate professional staff.

**EXAMPLES OF DUTIES:** Supervises, instructs, and advises subordinate environmental control program staff. Resolves problems/questions presented by subordinate staff regarding day-to-day operating policies, methods, and procedures. Determines priorities/schedules for timely completion of work projects in assigned program area. Develops/implements work standards/operating procedures in assigned program area in accordance with established agency policies and state/federal laws, rules, and regulations. Provides significant input into proposed legislation and agency policies/rules impacting environmental control program area(s) for which responsible. Composes correspondence dealing with subject matter in ways that call for considerable discretion, judgment, and authority, replying to inquiries, and presenting or requesting information. Confers with superior to give information and advice and receive instruction and guidance. Attends meetings with other supervisory/managerial staff to give and receive information and to participate in discussion, problem resolution, and decision-making. Writes detailed plan or proposal for action or program activity based on own research, analysis, and evaluation. Performs related work as required.

**WORK CONDITIONS:** No unusual work conditions.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:** the principles and practices of environmental control, as applied to the identification, monitoring, and regulation of pollution sources; Federal and State statutes and agency regulations, policies, and procedures governing the identification, testing, monitoring, and regulation of pollution within the State; leadership and work management methods used in managing resources and personnel

assigned to a work unit; the functions and capabilities of all programs and equipment assigned to the work unit.

**Ability to:** supervise the resources of an assigned environmental control program area; develop and implement operating policies and procedures for assigned program area(s); analyze program needs and establish appropriate program priorities; establish and maintain work relationships with subordinate professional staff, agency managers, other governmental officials and the public to resolve problems; communicate verbally and in writing; analyze and evaluate technical environmental control data to ensure completeness and accuracy.

**SPECIAL SELECTION FACTORS:** Required at time of appointment if supervising an engineering unit: Registration in the State of Arizona as a professional engineer in a field appropriate to the assignment or proof of eligibility for reciprocity.