

STATE OF ARIZONA JOB CODE CLASSIFICATION SPECIFICATION

FLSA:	EXP	Job Code:	ACV37219
Job Class Code:	760	Salary Schedule:	ASRRENVPG
EEO Category:	01	Grade:	23
Workers Comp Code:	9410		

Job Code Established:	08/22/88	Effective Date:	
Job Code Revised:	03/30/90	Effective Date:	

JOB CODE SERIES: Environmental Series

JOB CODE TITLE: ENVIRONMENTAL PROGRAM MANAGER

HRIS TITLE: ENVMTL PRG MGR

CHARACTERISTICS OF THE CLASS: Under the general direction of an Assistant Director, exercises considerable independent judgment with respect to policies, methods, and procedures, in accordance with overall agency goals/objectives and applicable State/Federal laws. Has the authority to approve all projects completed within assigned multi-unit program area; develop program policies and goals; interpret applicable legislation (both State and Federal) to determine appropriate compliance standards for assigned environmental control program(s). Manages/Coordinates an environmental control section composed of multiple environmental control units; develops rules, regulations, policies, and procedures impacting environmental control programs/units for which responsible; interfaces with other agency program manager, management level staff in the regulated business/industrial community; representatives of public/community organizations interested/concerned about environmental protection issues, and Federal regulatory agency officials regarding environmental control issues/problems. Work product consists of program goals, objectives, policies, and procedures in assigned multi-unit program area; completed annual budget recommendations; efficient/effective implementation of assigned environmental control programs. 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 supervisory staff.

EXAMPLES OF DUTIES: Directs and advises subordinate supervisory environmental control program staff. Resolves problems/questions from subordinate staff regarding program policy interpretation and overall program goals/objectives. Determines/coordinates priorities/schedules to facilitate timely, efficient completion of project assignments in assigned program. Plans efficient/effective utilization of resources in assigned program. Develops program goals and policies in accordance with applicable state/federal laws, rules, and regulations. Provides considerable input into proposed legislation and agency policies/rules impacting environmental control program(s) for which responsible. Conducts meetings with subordinate supervisory staff to direct discussion, facilitate problem solving/decision making, and share program information. Develops, reviews, and makes adjustments in a long-range plan for major program goals. Composes correspondence dealing with subject matter in ways that call for considerable discretion, judgment, and negotiation authority, replying to inquiries and presenting or requesting information. Confers with superior regarding program activities to give information and advice and receive instruction and guidance. Attends meetings of mid- and top-level managers to give and receive information and 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; administrative methods and procedures used in managing resources and personnel assigned to a large environmental control program area; the functions and capabilities of all programs and equipment assigned to the program area.

Ability to: manage, coordinate and direct the resources of a multi-unit environmental control program; develop environmental control program policies and goals; analyze environmental control program needs and establish appropriate program priorities; establish and maintain work relationships with subordinate staff, agency managers, other governmental officials, officials in the regulated business/industrial community and the public to resolve environmental control related issues/problems; communicate verbally and in writing; 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