

Environmental Program Manager 1 (Managerial)

Knowledge, Skills, Abilities, and Personal Characteristics Statements

1	Knowledge of State, federal, and local laws and regulations pertaining to public health, public safety, and the environment.
2	Knowledge of the ecological and other environmental processes and principles to make informed decisions when completing project work in support of the department's mission statement.
3	Knowledge of the effects of various agents (e.g., physical, biological, chemical) on human health, natural resources, and the environment.
4	Knowledge of quality assurance and/or quality control procedures for scientific projects.
5	Knowledge of air, land, and/or water use principles, planning and practices with reference to their general effect on human health, public safety, natural resources, agricultural resources, and/or the environment.
6	Knowledge of the principles of risk assessment and risk management to determine consequences of potential actions.
7	Knowledge of basic concepts of environmental planning, economics, and resource management planning and techniques to forecast program/project needs, resources, timelines, and outcomes.
8	Knowledge of data collection techniques to ensure the accurate collection of data for research and monitoring activities.
9	Knowledge of land conservation and environmental management principles (e.g., soil, water, forestry, botany, wildlife, pesticides) to maintain environments and species and to protect human health and public safety.
10	Knowledge of laboratory procedures to ensure the appropriate collection, analysis, and interpretation of biological and environmental samples.
11	Knowledge of sampling plan design, development, and implementation to ensure data quality objectives are met.
12	Knowledge of scientific research principles and methods to ensure the integrity and validity of collected data.
13	Knowledge of organic chemistry, inorganic chemistry, and analytical chemistry to develop scientifically sound analytical methods.
14	Knowledge of the sciences (e.g., biology, chemistry, physics, toxicology, microbiology) pertaining to resource management, environmental protection, public health, and public safety.
15	Knowledge of soil and irrigation sciences, biological systems, hydrology, and/or geology as they pertain to resource management, environmental protection, public health, and public safety.
16	Knowledge of the biological, physical, and chemical parameters to evaluate standards designed to protect the environment and human health.

17	Knowledge of resource conservation and impacts of implementation (e.g., waste management, waste prevention, water recycling, renewable energy) on environmental resources.
18	Knowledge of natural resources' (e.g., land, water, forests, ecosystems) usage/consumption data to make decisions for conservation and management purposes.
19	Knowledge of factors affecting the physical environment (e.g., climate, air, land, water) to ensure environmental protection, public health, and public safety.
20	Knowledge of hazardous waste management processes and procedures to ensure compliance with health and safety standards, laws, and regulations.
21	Ability to collect environmental, regulatory, biological, and scientific samples by following data collection procedures and protocols.
22	Ability to conduct and interpret scientific studies and research for environmental analyses and human health effects.
23	Ability to analyze and interpret scientific data to extract or identify key issues and draw conclusions.
24	Ability to observe, accurately record, and recall pertinent facts and details when conducting investigations, inspections, and research.
25	Ability to follow California's Occupational Safety and Health Administration's (CAL OSHA) health and safety protocols and regulations to maintain the health and safety of workers.
26	Knowledge of critical issues identified by legislative and executive branches of State and federal government as they relate to public health, public safety, and the environment.
27	Knowledge of health, safety, and environmental solutions and initiatives being pursued by other states, local agencies, the federal government and non-governmental agencies.
28	Knowledge of the bill analysis process to ensure the proper evaluation of proposed legislation and the effect on projects, programs, and the department/agency.
29	Ability to track health, safety, and environmentally related critical issues to proactively address emerging needs.
30	Ability to identify and reconcile discrepancies in data and information pertaining to program/project activities.
31	Ability to read and evaluate written documents of varying levels of complexity for consistency with the goals, policies, and procedures of public health, public safety, natural resource, and environmental programs.
32	Ability to extract specific, relevant data and information from a larger body of material to provide clear and concise summaries to stakeholders.
33	Ability to exercise sound judgment when making decisions in accordance with program or department/agency goals and objectives.

34	Ability to review and interpret scientific reports to make recommendations based upon documented data and information.
35	Ability to analyze situations to determine and implement appropriate courses of action.
36	Ability to develop innovative solutions for difficult and/or sensitive human health, public safety, natural resources, agricultural resources, and environmental management problems.
37	Ability to apply scientific methods or principles to test hypotheses and/or conduct analyses.
38	Ability to handle and analyze a large variety of detailed data to make data-driven decisions.
39	Ability to interpret and apply provisions of environmental, public health, and public safety laws and regulations to ensure compliance when completing project work.
40	Ability to analyze proposed legislation, regulations, and/or policies to identify impacts on existing public health, public safety, natural resource, and environmental programs.
41	Knowledge of descriptive statistical analysis techniques (e.g., mean, median, mode) to interpret and understand documents and research studies related to the environment, natural resources, and/or human health.
42	Knowledge of inferential statistical analysis techniques (e.g., mean separation tests, correlation, probability) to test research hypotheses, evaluate scientific data, and formulate conclusions and recommendations.
43	Knowledge of advanced mathematical principles such as algebra, trigonometry, or calculus to make calculations.
44	Ability to perform basic mathematical computations (e.g., addition, subtraction, multiplication, division) to perform calculations and analyze numerical data.
45	Knowledge of proper spelling, grammar, punctuation, and sentence structure to ensure that written materials prepared and reviewed are complete, concise, and error-free.
46	Ability to edit written documents to ensure proper use of grammar, punctuation, sentence structure, and spelling.
47	Ability to write correspondence (e.g., letters, memoranda, email) to communicate with various audiences effectively.
48	Ability to write complex scientific and technical documents (e.g., reports, project summaries, program status reports, journal papers) to clearly communicate methods, analyses, findings, and recommendations.
49	Ability to write detailed and specific procedures and processes outlining the steps to follow in completing departmental/agency, program, and/or project tasks.
50	Ability to use tact and diplomacy when working with people with different cultures, perspectives, and viewpoints.

51	Ability to communicate effectively in person to staff, management, the public, and other stakeholders.
52	Ability to prepare oral presentations for audiences with varying levels of understanding.
53	Ability to deliver oral presentations to audiences with varying levels of understanding.
54	Ability to effectively negotiate and compromise when resolving issues involving differing opinions and viewpoints.
55	Ability to maintain the confidentiality of information in accordance with attorney/client privilege, deliberative staff process, privacy requirements, and departmental/agency policies.
56	Ability to facilitate meetings in a manner that ensures the discussion stays focused on the topic and encourages active participation by all attendees.
57	Ability to establish and maintain cooperative working relationships with management, staff, public entities, and stakeholders.
58	Ability to collaborate and coordinate program activities with others to ensure effective program and project implementation.
59	Ability to lead and motivate others in the completion of program and work activities.
60	Ability to listen to different viewpoints to support effective communication and facilitate shared understanding.
61	Knowledge of strategic planning principles and concepts in order to lead or participate in departmental/agency planning sessions.
62	Knowledge of the mission, vision, and goals of the department/agency to align work products and effectively represent the organization.
63	Ability to adapt to changes in priorities and assignments to address changing business needs.
64	Ability to work in a variety of environments (e.g., laboratory, rough terrain, inclement weather, extreme temperatures, correctional institutions) in a safe manner.
65	Ability to work independently on assigned projects with minimal supervision.
66	Ability to effectively manage time with multiple assignments and deadlines to ensure timely completion of projects.
67	Ability to perform project management including planning/development, task prioritization, and cost of time and materials to establish realistic timelines and budgets for project completion.
68	Ability to manage multiple programs/projects simultaneously to address changing needs, timeframes, priorities, and barriers to completion.
69	Ability to follow written and oral instructions, directions, guidelines, and procedures in the completion of assignments.
70	Ability to ensure prompt and appropriate media utilization under direction from public affairs.
71	Ability to perform (long-term and short-term) program planning activities to ensure the goals and objectives of the department/agency are achieved.

72	Ability to evaluate program performance and achievements.
73	Knowledge of State budgeting processes to meet mandatory, statutory, regulatory, and policy requirements.
74	Ability to prepare and manage budgets, grants, agreements, and contracts to ensure compliance with State and federal rules, regulations, and policies.
75	Ability to apply State and federal rules, regulations, policies, and requirements to protect public health, public safety, the environment, and natural resources.
76	Ability to remain fair and unbiased when applying laws, regulations, and policies of State and federal programs.
77	Ability to improve technical knowledge and skills through participation in organized training and/or independent study.
78	Ability to improve management/leadership skills through participation in organized training and/or independent study.
79	Ability to use word processing software to prepare reports, memoranda, correspondence, and other job-related documents and materials.
80	Ability to use the Internet to conduct on-line research and obtain information to complete program or project activities.
81	Ability to use spreadsheet software to create, compile, compute, organize, and present data and statistics for use in reports, departmental webpages, presentations, tracking, and other activities.
82	Ability to use e-mail to communicate with a variety of audiences on matters related to various project and program issues.
83	Ability to use database software to store, retrieve, and analyze data.
84	Ability to use and operate a variety of basic office equipment (e.g., copiers, calculators, telephones, fax machines) in the course of completing assigned work tasks.
85	Ability to use presentation software to develop and deliver presentations.
86	Ability to use project management software (e.g., Microsoft Project) as a tool to plan, track, and complete projects.
87	Knowledge of State recruitment and selection procedures to conduct hiring interviews with candidates to meet departmental staffing needs.
88	Knowledge of conflict resolution techniques to address and deal with conflicts and issues that may arise in the department/agency.
89	Knowledge of succession planning methods to support leadership continuity and knowledge transfer, and meet the needs of the department/agency.
90	Knowledge of team-building principles and techniques to promote a positive, cooperative, and professional work environment.
91	Knowledge of other departmental units', sections', branches', divisions', and programs' services to identify opportunities for collaboration and cooperation with other entities.
92	Knowledge of inter-departmental services, programs, and initiatives to identify opportunities for collaboration and cooperation with other entities.

93	Knowledge of services/resources provided by other State departments or outside entities to identify research opportunities.
94	Knowledge of methods of recognizing the efforts and accomplishments of staff to identify and reward achievements.
95	Knowledge of progressive discipline to determine when disciplinary action is warranted and to recommend or apply appropriate action.
96	Knowledge of training techniques (e.g., on the job, classroom, coaching) to educate staff on topics relating to job tasks to improve performance and productivity.
97	Knowledge of personnel procedures to ensure that personnel actions are in compliance with departmental/agency procedures and policies as well as State laws and regulations as enforced by the California Department of Human Resources (CalHR) and the State Personnel Board (SPB).
98	Knowledge of current management and leadership techniques and applications to ensure that strategies employed in the supervision and oversight of the department/agency are effective and comply with all applicable laws.
99	Knowledge of the Equal Employment Opportunity (EEO) process and the guidelines to meet equal employment opportunity objectives.
100	Knowledge of the Employee Assistance Program (EAP) and the resources available to provide supportive services to staff.
101	Knowledge of the requirements of the Americans with Disabilities Act (ADA) and available measures to ensure compliance.
102	Ability to identify logistical needs to propose positions, equipment, contractual services, and other resources necessary to accomplish the department/agency objectives.
103	Ability to recognize and prevent potential health and safety issues to ensure the safety of staff working in a variety of environments (e.g., laboratory, rough terrain, inclement weather, extreme temperatures, correctional institutions).
104	Ability to provide leadership in accomplishing basic functions and objectives in assigned programs.
105	Ability to foster respect for cultural, race, and gender diversity, as well as differences amongst individuals.
106	Ability to inspire confidence and effective working relationships with staff, managers, leaders in government, and stakeholders to ensure the department/agency operations, and activities run smoothly.
107	Ability to monitor, track, and document staff performance using performance evaluations and/or probationary reports to ensure performance is recorded accurately and that it meets quality, quantity, and timeliness standards.
108	Ability to coach and mentor staff to develop skills, improve staff performance, and promote career development.
109	Ability to assign and delegate work to subordinate employees to ensure the department/agency operates effectively.

110	Ability to perform oversight on projects ensuring that end products or services are delivered on schedule, within the established budget, and in compliance with applicable laws, regulations, and policies.
111	Ability to establish goals and objectives to ensure clarity and direction for the department/agency staff.
112	Ability to introduce changes in the department/agency in a positive manner to ensure the department/agency runs efficiently.
113	Ability to lead by positive example in managing the staff of the department/agency.
114	Ability to maintain high ethical standards in completing all assignments and projects.
115	Ability to interpret and apply provisions of applicable collective bargaining agreements when supervising represented employees.