

Environmental Program Manager 2

Knowledge, Skills, Abilities, and Personal Characteristics Statements

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| 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 sampling plan design, development, and implementation to ensure data quality objectives are met. |
| 11 | Knowledge of scientific research principles and methods to ensure the integrity and validity of collected data. |
| 12 | Knowledge of the sciences (e.g., biology, chemistry, physics, toxicology, microbiology) pertaining to resource management, environmental protection, public health, and public safety. |
| 13 | 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. |
| 14 | Knowledge of the biological, physical, and chemical parameters to evaluate standards designed to protect the environment and human health. |
| 15 | Knowledge of resource conservation and impacts of implementation (e.g., waste management, waste prevention, water recycling, renewable energy) on environmental resources. |

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| 16 | Knowledge of natural resources' (e.g., land, water, forests, ecosystems) usage/consumption data to make decisions for conservation and management purposes. |
| 17 | Knowledge of factors affecting the physical environment (e.g., climate, air, land, water) to ensure environmental protection, public health, and public safety. |
| 18 | Ability to collect environmental, regulatory, biological, and scientific samples by following data collection procedures and protocols. |
| 19 | Ability to conduct and interpret scientific studies and research for environmental analyses and human health effects. |
| 20 | Ability to analyze and interpret scientific data to extract or identify key issues and draw conclusions. |
| 21 | Ability to observe, accurately record, and recall pertinent facts and details when conducting investigations, inspections, and research. |
| 22 | 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. |
| 23 | 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. |
| 24 | Knowledge of health, safety, and environmental solutions and initiatives being pursued by other states, local agencies, the federal government and non-governmental agencies. |
| 25 | Knowledge of the bill analysis process to ensure the proper evaluation of proposed legislation and the effect on projects, programs, and the department/agency. |
| 26 | Ability to track health, safety, and environmentally related critical issues to proactively address emerging needs. |
| 27 | Ability to identify and reconcile discrepancies in data and information pertaining to program/project activities. |
| 28 | 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. |
| 29 | Ability to extract specific, relevant data and information from a larger body of material to provide clear and concise summaries to stakeholders. |
| 30 | Ability to exercise sound judgment when making decisions in accordance with program or department/agency goals and objectives. |
| 31 | Ability to review and interpret scientific reports to make recommendations based upon documented data and information. |
| 32 | Ability to analyze situations to determine and implement appropriate courses of action. |
| 33 | Ability to develop innovative solutions for difficult and/or sensitive human health, public safety, natural resources, agricultural resources, and environmental management problems. |

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| 34 | Ability to apply scientific methods or principles to test hypotheses and/or conduct analyses. |
| 35 | Ability to handle and analyze a large variety of detailed data to make data-driven decisions. |
| 36 | Ability to interpret and apply provisions of environmental, public health, and public safety laws and regulations to ensure compliance when completing project work. |
| 37 | Ability to analyze proposed legislation, regulations, and/or policies to identify impacts on existing public health, public safety, natural resource, and environmental programs. |
| 38 | 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. |
| 39 | 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. |
| 40 | Ability to perform basic mathematical computations (e.g., addition, subtraction, multiplication, division) to perform calculations and analyze numerical data. |
| 41 | Knowledge of proper spelling, grammar, punctuation, and sentence structure to ensure that written materials prepared and reviewed are complete, concise, and error-free. |
| 42 | Ability to edit written documents to ensure proper use of grammar, punctuation, sentence structure, and spelling. |
| 43 | Ability to write correspondence (e.g., letters, memoranda, email) to communicate with various audiences effectively. |
| 44 | 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. |
| 45 | Ability to write detailed and specific procedures and processes outlining the steps to follow in completing departmental/agency, program, and/or project tasks. |
| 46 | Ability to use tact and diplomacy when working with people with different cultures, perspectives, and viewpoints. |
| 47 | Ability to communicate effectively in person to staff, management, the public, and other stakeholders. |
| 48 | Ability to prepare oral presentations for audiences with varying levels of understanding. |
| 49 | Ability to deliver oral presentations to audiences with varying levels of understanding. |
| 50 | Ability to effectively negotiate and compromise when resolving issues involving differing opinions and viewpoints. |

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| 51 | Ability to maintain the confidentiality of information in accordance with attorney/client privilege, deliberative staff process, privacy requirements, and departmental/agency policies. |
| 52 | Ability to facilitate meetings in a manner that ensures the discussion stays focused on the topic and encourages active participation by all attendees. |
| 53 | Ability to establish and maintain cooperative working relationships with management, staff, public entities, and stakeholders. |
| 54 | Ability to collaborate and coordinate program activities with others to ensure effective program and project implementation. |
| 55 | Ability to lead and motivate others in the completion of program and work activities. |
| 56 | Ability to listen to different viewpoints to support effective communication and facilitate shared understanding. |
| 57 | Knowledge of strategic planning principles and concepts in order to lead or participate in departmental/agency planning sessions. |
| 58 | Knowledge of the mission, vision, and goals of the department/agency to align work products and effectively represent the organization. |
| 59 | Ability to adapt to changes in priorities and assignments to address changing business needs. |
| 60 | Ability to work in a variety of environments (e.g., laboratory, rough terrain, inclement weather, extreme temperatures, correctional institutions) in a safe manner. |
| 61 | Ability to work independently on assigned projects with minimal supervision. |
| 62 | Ability to effectively manage time with multiple assignments and deadlines to ensure timely completion of projects. |
| 63 | 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. |
| 64 | Ability to manage multiple programs/projects simultaneously to address changing needs, timeframes, priorities, and barriers to completion. |
| 65 | Ability to follow written and oral instructions, directions, guidelines, and procedures in the completion of assignments. |
| 66 | Ability to ensure prompt and appropriate media utilization under direction from public affairs. |
| 67 | Ability to perform (long-term and short-term) program planning activities to ensure the goals and objectives of the department/agency are achieved. |
| 68 | Ability to evaluate program performance and achievements. |
| 69 | Knowledge of State budgeting processes to meet mandatory, statutory, regulatory, and policy requirements. |
| 70 | Ability to prepare and manage budgets, grants, agreements, and contracts to ensure compliance with State and federal rules, regulations, and policies. |

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| 71 | Ability to apply State and federal rules, regulations, policies, and requirements to protect public health, public safety, the environment, and natural resources. |
| 72 | Ability to remain fair and unbiased when applying laws, regulations, and policies of State and federal programs. |
| 73 | Ability to improve technical knowledge and skills through participation in organized training and/or independent study. |
| 74 | Ability to improve management/leadership skills through participation in organized training and/or independent study. |
| 75 | Ability to use word processing software to prepare reports, memoranda, correspondence, and other job-related documents and materials. |
| 76 | Ability to use the Internet to conduct on-line research and obtain information to complete program or project activities. |
| 77 | 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. |
| 78 | Ability to use e-mail to communicate with a variety of audiences on matters related to various project and program issues. |
| 79 | Ability to use database software to store, retrieve, and analyze data. |
| 80 | 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. |
| 81 | Ability to use presentation software to develop and deliver presentations. |
| 82 | Ability to use project management software (e.g., Microsoft Project) as a tool to plan, track, and complete projects. |
| 83 | Knowledge of State recruitment and selection procedures to conduct hiring interviews with candidates to meet departmental staffing needs. |
| 84 | Knowledge of conflict resolution techniques to address and deal with conflicts and issues that may arise in the department/agency. |
| 85 | Knowledge of succession planning methods to support leadership continuity and knowledge transfer, and meet the needs of the department/agency. |
| 86 | Knowledge of team-building principles and techniques to promote a positive, cooperative, and professional work environment. |
| 87 | Knowledge of other departmental units', sections', branches', divisions', and programs' services to identify opportunities for collaboration and cooperation with other entities. |
| 88 | Knowledge of inter-departmental services, programs, and initiatives to identify opportunities for collaboration and cooperation with other entities. |
| 89 | Knowledge of services/resources provided by other State departments or outside entities to identify research opportunities. |
| 90 | Knowledge of methods of recognizing the efforts and accomplishments of staff to identify and reward achievements. |
| 91 | Knowledge of progressive discipline to determine when disciplinary action is warranted and to recommend or apply appropriate action. |

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| 92 | 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. |
| 93 | 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). |
| 94 | 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. |
| 95 | Knowledge of the Equal Employment Opportunity (EEO) process and the guidelines to meet equal employment opportunity objectives. |
| 96 | Knowledge of the Employee Assistance Program (EAP) and the resources available to provide supportive services to staff. |
| 97 | Knowledge of the requirements of the Americans with Disabilities Act (ADA) and available measures to ensure compliance. |
| 98 | Ability to identify logistical needs to propose positions, equipment, contractual services, and other resources necessary to accomplish the department/agency objectives. |
| 99 | 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). |
| 100 | Ability to provide leadership in accomplishing basic functions and objectives in assigned programs. |
| 101 | Ability to foster respect for cultural, race, and gender diversity, as well as differences amongst individuals. |
| 102 | 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. |
| 103 | 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. |
| 104 | Ability to coach and mentor staff to develop skills, improve staff performance, and promote career development. |
| 105 | Ability to assign and delegate work to subordinate employees to ensure the department/agency operates effectively. |
| 106 | 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. |
| 107 | Ability to establish goals and objectives to ensure clarity and direction for the department/agency staff. |
| 108 | Ability to introduce changes in the department/agency in a positive manner to ensure the department/agency runs efficiently. |

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| 109 | Ability to lead by positive example in managing the staff of the department/agency. |
| 110 | Ability to maintain high ethical standards in completing all assignments and projects. |
| 111 | Ability to interpret and apply provisions of applicable collective bargaining agreements when supervising represented employees. |