

Knowledge, Skill, Ability, and Personal Characteristic Statements

Environmental Scientist

KSAPC #	KSAPC Statement
1.	Knowledge of the ecological processes and principles.
2.	Knowledge of the effects of biological or chemical substances on human health, natural resources, and the environment.
3.	Knowledge of quality assurance and/or quality control procedures for scientific projects.
4.	Knowledge of data collection techniques to ensure the accurate collection of data for research and monitoring activities.
5.	Knowledge of basic principles of land, water, fish, forestry, wildlife, and other natural resources.
6.	Knowledge of basic laboratory procedures to ensure the appropriate collection, analysis, and interpretation of environmental samples.
7.	Knowledge of basic scientific research principles and methods to ensure the integrity and validity of collected data.
8.	Knowledge of the principles of biology, chemistry, and/or physics pertaining to environmental science and environmental health.
9.	Basic knowledge of biological, physical, and/or chemical testing standards and/or methods.
10.	Ability to collect environmental, regulatory, and scientific samples by following data collection procedures and protocols.
11.	Ability to conduct scientific studies and research for environmental analyses.
12.	Ability to analyze and interpret scientific data to extract or identify key issues and draw conclusions.
13.	Ability to observe, accurately record, and recall pertinent facts and details when conducting investigations, evaluations, inspections, and research.
14.	Ability to identify and reconcile discrepancies in data and information pertaining to program/project activities.
15.	Ability to read and evaluate written documents of varying complexity for consistency with the goals, policies, and procedures of environmental and/or departmental programs.
16.	Ability to extract specific, relevant data and information from a larger body of material to summarize information.
17.	Ability to exercise sound judgment when making decisions in accordance with program or work unit goals and objectives.
18.	Ability to review and interpret scientific and environmental reports to make recommendations based upon documented data and information.

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19.	Ability to analyze situations or problems to determine and implement appropriate courses of action.
20.	Knowledge of the basic principles of statistical analysis methods and techniques to interpret and understand research and environmental documents.
21.	Ability to perform basic statistical analyses (e.g., mean, frequencies) to determine central tendencies among environmental statistics.
22.	Ability to interpret quantitative or statistical data in order to extract key information and make valid inferences.
23.	Ability to perform basic mathematical computations (e.g., addition, subtraction, multiplication, division) using calculators and spreadsheet software.
24.	Knowledge of basic mathematical computations (e.g., addition, subtraction, multiplication, division).
25.	Knowledge of proper spelling, grammar, punctuation, and sentence structure to ensure that written materials prepared and reviewed are complete, concise, and error-free.
26.	Ability to edit written documents to ensure proper use of grammar, punctuation, sentence structure, and spelling.
27.	Ability to write correspondence (e.g., letters, memos) to communicate with various audiences.
28.	Ability to write complex scientific and technical documents (e.g., reports, project summaries, program status reports) to clearly communicate methods, analyses, findings, and recommendations.
29.	Ability to use tact and diplomacy when working with people with different perspectives and viewpoints.
30.	Ability to speak effectively in person to staff, management, the public, and other interested parties.
31.	Ability to effectively negotiate and compromise when resolving issues involving differing opinions and viewpoints.
32.	Ability to deliver oral presentations to audiences with varying levels of understanding.
33.	Ability to prepare oral presentations for audiences with varying levels of understanding.
34.	Ability to establish and maintain cooperative working relationships with management, staff, public entities, and interest groups.
35.	Ability to collaborate and coordinate program activities with others.
36.	Ability to adapt to changes in priorities and assignments.
37.	Ability to work safely in a variety of environments (e.g., laboratory, rough terrain, inclement weather).
38.	Ability to work independently on assigned projects with minimal supervision.

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39.	Ability to effectively manage time with multiple assignments and deadlines to ensure timely completion of projects.
40.	Willingness to work in a variety of environments (e.g., laboratory, rough terrain, inclement weather).
41.	Ability to remain fair and unbiased when applying rules, regulations, and policies of State and federal programs.
42.	Ability to follow written and oral instructions, directions, guidelines, and procedures in the completion of assignments.
43.	Ability to improve technical knowledge and skills through participation in organized training, and/or independent study.
44.	Ability to maintain the confidentiality of sensitive and confidential information obtained through the course of completing assignments.
45.	Ability to use word processing software to prepare reports, memos, correspondence, and other job-related documents and materials.
46.	Ability to use the internet to conduct on-line research and obtain information related to departmental policies, procedures, and resources to complete program or project activities.
47.	Ability to use spreadsheet software to create, compile, compute, organize, and present data and statistics for use in reports and other tracking activities.
48.	Ability to use email to communicate with diverse audiences on matters related to various project and program issues.
49.	Ability to use database software to store, retrieve, interpret, and analyze data.
50.	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.