

Environmental Program Manager 1 (Managerial)

Task Statements

1	Direct scientific studies to research questions for the protection of public health, public safety, natural and agricultural resources, and the environment in compliance with applicable laws, regulations, and policies.
2	Design scientific studies to research questions and test hypotheses for the protection of public health, public safety, natural and agricultural resources, and the environment in compliance with applicable laws, regulations, and policies.
3	Gather information for the design and planning of scientific studies for the protection of public health, public safety, natural and agricultural resources, and the environment in compliance with applicable laws, regulations, and policies.
4	Prepare and/or review environmental and scientific documents in compliance with various State and federal laws (e.g., California Environmental Quality Act [CEQA], Clean Water Act, California Endangered Species Act, Food Quality Protection Act [FQPA]).
5	Oversee the collection of data through use of scientific sampling techniques and equipment in accordance with project objectives and study protocols.
6	Oversee literature and/or archival research (e.g., internet, library) to retrieve and compile information and data pertinent to programs, projects, and environmental goals and objectives.
7	Oversee the analysis of samples and data for the purpose of regulatory action or compliance, enforcement, and/or agency objectives.
8	Interpret and summarize data and information obtained from various sources (e.g., research studies, databases, investigations, environmental sampling, scientific analysis, geographic data) used in reports to ensure accurate and clear documentation of results.
9	Direct inspections, evaluations, investigations, or interviews to ensure compliance with statewide laws, regulations, and/or agency objectives.
10	Select and/or develop environmental sampling and analysis techniques, tools, methods, and equipment to address program and research needs.
11	Draft and prepare Budget Change Proposals (BCP) to justify, request, or change funding for programs/projects for submittal to the Governor's Office.
12	Draft and prepare grant proposals to request or change funding for projects/programs.
13	Develop, review, adjust, and track program/project budgets to ensure that programs/projects remain within budget and performance standards are met.

14	Initiate and oversee consultant contracts/agreements for services which are beyond the department's capacity, to meet program/project objectives.
15	Initiate and oversee interagency contracts/agreements for services, which are beyond the department's capacity, to meet program/project objectives.
16	Review compliance with permits to ensure activities are in accordance with applicable laws, regulations, and policies.
17	Make recommendations regarding environmental issues based upon the best available scientific data and findings.
18	Oversee the research and analysis of proposed legislation and/or regulations to determine potential impacts on public health, public safety, the environment, existing laws, or departmental programs and policies.
19	Oversee the analysis of scientific data and preparation of technical reports using scientifically-acceptable methods (e.g., statistics, models, software tools) for research, documentation, and regulatory purposes.
20	Analyze and make recommendations regarding the effectiveness and/or efficiency of policies, programs, and/or procedures.
21	Review and edit written documents (e.g., scientific, legal and technical reports, program guidelines, policies) to ensure proper content, consistency, completeness, and accuracy.
22	Review and edit technical documentation (e.g., scientific and technical reports, regulatory permits, program guidelines, policies, draft regulations) for planning or compliance activities, data analysis, public health, public safety, and/or environmental impact assessments to ensure compliance with State, federal, local laws, regulations, and policies.
23	Write correspondence (e.g., letters, memoranda, emails) to staff, management, the public, and other stakeholders to communicate scientific, technical, and non-technical information.
24	Deliver oral presentations concerning public health, public safety and environmental issues to inform stakeholders.
25	Represent the department/agency by appearing before governmental, legislative, public, and private entities to communicate program/project activities, progress, and priorities.
26	Perform outreach efforts at public events (e.g., community forums, conferences, workshops) in order to convey information about departmental programs, projects, and objectives.
27	Testify (e.g., public hearings, court cases) as a subject matter expert on public health, public safety and environmental issues as a representative of the department/agency.
28	Respond to inquiries (e.g., public, legislative offices, government agencies, special interest groups, media) about departmental/agency activities to address concerns and issues.

29	Consult with and/or advise other agencies and stakeholders to provide technical expertise on activities impacting public health, public safety and/or the environment to ensure compliance and effective implementation.
30	Make recommendations to management to align activities and resources with departmental/agency objectives.
31	Prepare briefings for management to facilitate policy development and decision making.
32	Negotiate on behalf of the department/agency to resolve difficult issues (e.g., contracts, settlements, agreements) and find solutions that benefit parties and/or programs.
33	Collaborate on the development of communication and engagement plans to inform and respond to inquiries regarding public health, public safety and/or environmental programs/issues.
34	Direct responses to legislative, administrative, media, stakeholder, and public inquiries regarding public health, public safety and/or environmental programs/issues to effectively communicate information.
35	Direct and conduct analyses of legislative bills to evaluate the impact on projects, programs, or the department/agency.
36	Direct and delegate public health, public safety and/or environmental projects including implementation, updating management, and ensuring staff meet deadlines.
37	Monitor project planning to address risks, alternatives, deliverable deadlines, scope, budgets, and resources needed to achieve program goals and objectives.
38	Direct and delegate the preparation of work plans including the development of goals, timelines, objectives, tasks, and resources needed to achieve program objectives.
39	Participate in and/or oversee public workshops and conferences to report on the progress of projects, educate the public on programs, and obtain public comment.
40	Provide technical expertise and recommendations in the areas of public health, public safety and/or environmental science to staff, management, and outside agencies to assist in the development, analysis, and implementation of programs and projects.
41	Develop policies, measures, standards, and/or regulatory requirements for department/agency adoption/implementation to promote protection of public health, public safety, natural and agricultural resources, and the environment.
42	Maintain project schedules and track annual work plans by updating and revising activity and milestone schedules, resource requirements, and other task-related information to ensure accurate, updated project information.
43	Analyze and evaluate the effectiveness of projects and/or annual work plans (e.g., assessing the effectiveness of project methodology, reviewing the results of a project completion strategy) to gauge program success.

44	Solicit project proposals that support and/or promote protection of public health, public safety, natural and agricultural resources, and/or the environment.
45	Provide technical expertise in the development of departmental/agency policies relative to public health, public safety and/or environmental data, analyses, and practices.
46	Perform interdisciplinary coordination with departmental/agency staff, consultants, facilitators, agencies, or other stakeholders to accomplish Statewide objectives.
47	Direct the development of educational materials provided to stakeholders (e.g., local agency staff, regulated community, community groups) to clarify program's purposes and requirements.
48	Assign and delegate work to subordinate staff to ensure the department/agency operates effectively.
49	Conduct interviews with candidates for employment to ensure new staff meets qualifications required of the job position.
50	Identify and propose positions necessary to ensure adequate staffing to meet the needs of the agency/department.
51	Administer provisions of collective bargaining agreements to ensure compliance in the course of supervising represented staff.
52	Involve subordinate staff in decision making process to achieve support for decisions.
53	Monitor and evaluate the work of subordinate staff to ensure that it meets quality, quantity, and timeliness standards.
54	Determine the need for appropriate disciplinary action (e.g., progressive discipline) for staff to correct performance issues and foster a productive workplace.
55	Plan and implement measures to improve staff performance such as providing coaching and feedback, determining training needs, communicating expectations, and using reporting protocols.
56	Resolve disagreements and conflicts by using conflict resolution methods to achieve a productive work environment.
57	Document staff performance using performance evaluations and/or probationary reports, to identify improvement opportunities, occurrences of noncompliance, and staff accomplishments to support management decisions (e.g., discipline, promotion, training opportunities).
58	Mentor and guide staff in developing solutions to problems and issues relating to work endeavors.
59	Determine and establish priorities and expectations for staff to meet both long-term objectives and the short-term demands of the department/agency.
60	Collaborate with pertinent offices (e.g., human resources, labor relations, legal) to determine the need for appropriate staff disciplinary actions to ensure satisfactory performance.

61	Collaborate with pertinent offices (e.g., Office of Civil Rights, legal office, human resources) on Equal Employment Opportunity issues.
62	Provide training for subordinate staff to ensure project work is completed as intended.
63	Inform staff of counseling resources available through the Employee Assistance Program (EAP) to assist with personal or performance issues.