STATE OF OHIO (DAS) CLASSIFICATION SPECIFICATION

CLASSIFICATION SERIES:	SERIES NO.:
Environmental Specialist	8586
MAJOR AGENCIES:	EFFECTIVE DATE:
All Agencies	01/09/2005

SERIES PURPOSE:

The purpose of the environmental specialist occupation is to conduct field &/or office reviews, facility or site inspections &/or investigations of complaints to determine existence of public health &/or pollution problems & to ensure compliance with applicable state &/or federal regulations, or to prepare &/or process various reports & documents detailing conditions having impact on environment (e.g., air, water, soil, ecology).

At the two lowest levels, incumbents assist in development & implementation of comprehensive local solid waste management programs, or assist in developing coordinating & implementing statewide water resource management programs including floodplain management, or collect field data &/or prepare & review environmental reports & documents, conduct or coordinate statewide archaeological &/or historic research, conduct field &/or office reviews of specific activity having environmental impact, or take telephone reports of leaking or potentially leaking underground storage tanks & gather information from responsible persons, state & local officials & environmental consultants regarding conditions of site in order to verify existence/extent of contamination, assist in determining eligibility for coverage by bureau & site priority & provide technical assistance to others concerning regulations, policies, testing methods, detection limits & other issues relative to underground storage tanks & conduct &/or review environmental site assessments, or conduct inspections at industrial & municipal facilities for one or two types of hazardous waste & advise facility officials of corrective action needed, or monitor field workload allocations & serve as part of central office team which periodically audits the performance of the air program staff in the district offices & contracted local air pollution control agencies, or track status & completion of inspections & enforcement action to ensure compliance with federal grant inspection, enforcement & reporting commitments & conduct reviews of financial assurance documents for treatment, storage & disposal facilities & recommend enforcement action through referrals, or implement, administer & handle data for the quality assurance program for ambient air monitoring which includes siting, maintenance, repair & calibration of ambient air monitoring equipment, or handle activities involving ODOT NEPA documentation, petition drainage improvements, reclamation land use changes. FERC actions & all matters requiring state action under federal fish & wildlife coordination act, or act as senior liaison or team leader in planning &/or coordinating & implementing floodplain management programs, or is responsible for singular environmental function (e.g., fuel sampling at gas stations; in-office duty officer receiving telephoned reports of accidental spills of toxic pollutants on emergency response hotline; provide technical expertise & assistance in pollution prevention as liaison to EPA personnel, other state & federal agencies, industry, business & public, conduct special studies & surveys on pollution prevention & recommend technical basis for pollution prevention regulations, guidelines & policies) for one environmental medium (e.g., air, or water, or soil) or across environmental medias.

At the next two higher levels, incumbents act as lead worker, project coordinator or technical expert &/or perform environmental research, investigation & oversight activities.

At the next higher level, incumbents develop & coordinate preparation of documents necessary to obtain federal monetary assistance on proposed construction, transportation or reclamation sites, or coordinate statewide archaeological or historic cultural resource services, or act as site coordinator & assist in review &/or preparation & implementation of work, quality assurance & sampling plans, reports & technical memoranda associated with investigation & redemption of releases of regulated substances from underground storage tank sites or other facilities, or handle multiple environmental functions for one environmental medium or across environmental medias, or develop & implement programs to review & evaluate long & short-term potential adverse consequences to human health following exposure to toxic & hazardous materials & related research, or recommend monitoring programs to address human exposure concerns at priority hazardous waste sites & conduct inspections of such sites for evaluation purposes.

At the highest three levels, incumbents develop, coordinate & implement programs within designated office, division or bureau & supervise professional/technical staff, or plan & manage program activities within assigned office or division & supervise all subordinate environmental supervisors in assigned office or division, or act as assistant district chief or assistant division chief in central office having statewide program responsibility & supervise assigned district/division personnel, or act as district chief or manage state energy forecasting information program & in addition to one of last three options, supervise all lower-level supervisory/ managerial, technical & clerical personnel assigned.

Note: This classification series is not for use for other public or environmental health activities for which specific classification series have been developed (e.g., epidemiology, sanitarian series), or for employees engaged in on-site inspections of active construction projects under federally funded abandoned coal mine land reclamation program (see construction project specialist series).

GLOSSARY: The following definition of terms apply wherever the term may appear within this document.

Critical Issues: Includes, but are not limited to, national policy debates and regulatory development task forces participated in by USEPA, other states, and national associations; risk assessments for complex and/or controversial facilities; and decisions that require highly specialized professional technical and program expertise.

Environmentally-related: Refers to academic degree in an environmentally- focused discipline within areas such as engineering, chemistry, physics, biology, environmental science, geology, hydrogeology, and/or other comparable physical or health science field and/or mathematics.

Increased Level of Responsibility: Reflects the role of the individual in reviewing & ensuring the technical adequacy of work product prepared by lower- level staff.

Lead Worker: Has daily responsibility for providing work direction & training on work processes, & guidance on adequacy of work products or tasks associated with accomplishing specific work assignments to employees assigned to the same work unit or team.

Major Complex Site: Refers to the technical & legal context of a cleanup/ remediation site or operating facility. Examples may include certain super- fund sites, large commercial hazardous waste management facilities, oil refineries & chemical plants.

Most Complex: Refers to the highest level of technical, statutory, & regulatory detail which must be applied to OEPA decision making.

Most Complex Analytical/Instrument Problems: Refers to problems & analysis involving, but not limited to, the gas chromatograph, mass spectrometer, multi-element graphite furnace, TSQ-70, Excell liquid-liquid extractor, super- critical fluid extractor, & ICP/MS.

OEPA: Ohio Environmental Protection Agency.

Oversight Activities: Includes, but not limited to, activities such as mentoring &/or reviewing work products.

Professional, Technical, & Program Expertise: Means mastery of advanced concepts, principles, & practices of environmental technology to serve as a technical authority on, but not limited to, pollutant emissions & treatment technologies or to comprehensively understand environmental dynamics & factors leading to environmental degradation or environmental planning principles, including environmental risk assessment.

Project Coordinator: Has assigned responsibility for all aspects of a specified set of actions or functions above the level of general activities assigned to lower-level staff.

Relevant Programmatic Experience: Refers to experience in areas such as, but not limited to, compliance monitoring, surveys & inspections/reviews or investigations; review of permit applications for solid or hazardous waste facilities or industrial & municipal wastewater dischargers; or collecting, compiling & preparing various environmental assessments, evaluations, reports & related documents.

Specific Programmatic Experience: Refers to the relevant experience in the specific program area that applies to the position, such as risk assessment, environmental information management, solid & infectious waste management, air pollution control, public drinking water.

Technical Expert: Refers to a person who has mastered technically advanced concepts, principles, & practices of environmental technology & related issues such as, but not limited to, expertise in toxicology, statistics, & computer modeling. The following are expertise examples: understand a very broad range of processes, evaluate the adequacy of complex regulations & permit conditions, propose cost benefit capabilities, defend all technical judgments in adversarial proceedings, apply latest developments in environmental technology to resolve complex problems for which accepted methods may not be applicable, have the ability to effectively use oral & written communication skills to present ideas to other scientists & engineers at local, regional, national, & international conferences, clearly explain & interpret complex scientific terminology & concepts to a non-scientific audience, prepare scientific manuscripts for publication, & prepare planning & strategy documents.

<u>CLASS TITLE</u> Environmental Specialist 1 CLASS NUMBER

PAY RANGE

01/09/2005

CLASS CONCEPT:

The full performance level class works under general supervision & requires considerable knowledge of engineering, chemistry, physics, biology or other comparable science field &/or mathematics or history & archaeology, earth science &/or urban & regional planning in order to assist in development & implementation of comprehensive local solid waste management programs, which includes reviewing applications for recycling, litter prevention & waste reduction state grants, or to assist in planning, coordinating & implementing statewide water resource management programs including floodplain management, or collect field data &/or prepare & review environmental reports & documents, or plan & conduct archaeological &/or historic research to determine impact of proposed federally funded transportation projects on cultural resources or historic properties which may be affected, or monitor & review existing injection wells to ensure annular disposal wells, saltwater injection wells or enhanced recovery projects are in compliance with regulations, review & recommend approval/disapproval of new applications for same & prepare related reports on quarterly & annual basis, or process applications to drill, plug, abandon, deepen, reissue oil & gas wells & revise location thereof, or research & evaluate water resources programs & collect & analyze water resources data, or take telephone reports of leaking or potentially leaking underground storage tanks & gather information from responsible persons, state & local officials & environmental consultants regarding conditions of site in order to verify existence/extent of contamination, assist in determining eligibility for coverage by bureau & site priority & provide technical assistance to others concerning regulations, policies, testing methods, detection limits & other issues relative to underground storage tanks, or to conduct inspections at industrial & municipal facilities for one or two types of hazardous waste & advise facility officials of corrective action needed, or to monitor field workload allocations & serve as part of central office team which periodically audits performance of air program staff in district offices & contracted local air pollution control agencies, or to track status & completion of inspections & enforcement action to ensure compliance with federal grant inspection, enforcement & reporting commitments & conduct reviews of financial assurance documents for treatment, storage & disposal facilities & recommend enforcement action through referrals, or to implement, administer & handle data for quality assurance program for ambient air monitoring which includes siting, maintenance, repair & calibration of ambient air monitoring equipment, or is responsible for singular environmental function (e.g., fuel sampling at gas stations; in-office duty officer receiving telephoned reports of accidental spills of toxic pollutants on emergency response hotline; provide technical expertise & assistance in pollution prevention as liaison to EPA personnel, other state & federal agencies, industry, business & public, conduct special studies & surveys on pollution prevention & recommend technical basis for pollution prevention regulations, guidelines & policies) for one environmental medium (e.g., air, or water, or soil) or across environmental medias, or in department of transportation, prepares & reviews environmental documents (e.g., categorical exclusions; environmental assessments environmental impact statements; noise reports; farmland impact rating reports; archaeological/historical reports; endangered species reports) or to perform one of the options listed on pages 7, 8, 9 & 10 that are cited by department name & separated by the word 'OR'.

<u>CLASS TITLE</u> Environmental Specialist 2 **CLASS NUMBER**

PAY RANGE

EFFECTIVE 01/09/2005

CLASS CONCEPT:

The first advanced level class works under direction & requires thorough knowledge of engineering, chemistry, physics, biology &/or other comparable science field &/or mathematics or history &/or archaeology, earth science &/or urban regional planning in order to assess corrective action necessary for individual underground storage tank sites, evaluate to determine environmental impact & ensure compliance with federal & state requirements, or to respond to emergencies throughout state regarding hazardous materials, explosive ordinance, underground leaks & spills, command tactics & coordinate & assist hazardous materials personnel at scene, or plan, coordinate & prepare required environmental assessments, mapping & related documents necessary to obtain environmental clearance on federally assisted state highway projects or municipal wastewater treatment facilities & review & evaluate work & environmental documents of outside consultants & local government entities, or coordinate statewide historical or archaeological research to determine impact of proposed transportation projects on historic properties or cultural resources, or conduct field reviews of abandoned mined land sites & prepare grants & supplemental documents to obtain federal funding of abandoned mined land sites, or plan & conduct soil survey projects & assist in determining land use capabilities by classifying & mapping soil types, extent & location, or collect data in field concerning ground-water by monitoring gauges monthly, review & analyze data in office & convert it & other related water resource data into formats for public dissemination, or review designs of engineering structures associated with coal mining operations & permits &/or conduct field inspections of engineering structures to ensure construction matches approved designs, or conduct field &/or office reviews of coal mine applications to determine compliance, or develop & implement water resources programs which includes water withdrawal facility registration, water planning & management & community water assistance, or act as site coordinator & assist in review &/or preparation & implementation of work, quality assurance & sampling plans, reports & technical memoranda

associated with investigation & remediation of releases of regulated substances from underground storage tank sites or other facilities, participate in safety & medical monitoring programs, assist in review of plans, drawings & specifications for construction, operation & maintenance of remedial activities at sites & monitor corrective action regulations & approved plans & specifications, or to develop & implement programs to review & evaluate long & short-term potential adverse consequences to human health following exposure to toxic & hazardous materials & related research, or plan, coordinate & conduct field & office review of environmental documents involving ODOT NEPA documentation, petition drainage improvements, reclamation land use change, FERC actions & all matters requiring state action under federal fish & wildlife coordination act, or to act as senior liaison or team leader in developing &/or coordinating & implementing water resource management programs including floodplain management, or to recommend monitoring programs to address human exposure concerns at priority hazardous waste sites & to conduct inspections of such sites for evaluation purposes, or in Ohio Department of Transportation, participates in developing procedures for preparation of environmental & environmental related documents (e.g., categorical exclusions; environmental assessments; environmental impact statements; noise reports; farmland impact rating reports; archaeological/historical reports; endangered species reports), to perform one of the options listed on pages 11 to 19 that are cited by department name & separated by the word options listed constitute multiple environmental functions for one environmental medium or across environmental medias).

CLASS TITLECLASS NUMBER
Environmental Specialist 3PAY RANGE
85863EFFECTIVE
01/09/2005

CLASS CONCEPT:

The second advanced level class works under direction & requires thorough knowledge of engineering, chemistry, physics, biology, environmental science, geology, hydrogeology &/or other comparable physical or health science field &/or mathematics in order to act as lead worker over &/or perform environmental research, investigation & oversight duties for lower- level environmental specialists &/or other staff, or serve as project coordinator (i.e., in Ohio Environmental Protection Agency) or in Ohio Department Of Transportation, acts as team or program leader over lower-level environmental specialists & support staff performing environmental research, investigation & oversight activities, or in department of commerce, act as lead worker for bureau of underground storage tank regulations enforcement program & coordinate & lead reviews of compliance status of individuals, corporations or government entities liable for remediation of regulated petroleum releases.

CLASS TITLECLASS NUMBERPAY RANGEEFFECTIVEEnvironmental Specialist 4858643404/28/1996

CLASS CONCEPT:

The expert level class works under general direction & requires extensive knowledge of engineering, chemistry, physics, biology, environmental science, geology, hydrogeology &/or other comparable physical or health science field &/or mathematics & applicable state & federal laws, rules, regulations, standards, annual plans, policy statements, work plans, strategy documents, agreements, court decisions, control technology literature & precedents & practices in order to act as technical expert by coordinating & leading personnel when Ohio Environmental Protection Agency participates in statewide, regional, national & international activities concerning objectives & indicators of environmental protection, & human health & safety (e.g., craft resolutions to critical issues such as national policy debates; regulatory development task forces; risk assessments for complex &/or controversial facilities; decisions requiring highly specialized professional technical & program expertise), develop new approaches to monitoring, deal with most complex reviews of OEPA rules or permits, & provide scientific/technical expertise (i.e., classification is restricted for use by OEPA).

CLASS TITLECLASS NUMBERPAY RANGEEFFECTIVEEnvironmental Supervisor858651306/18/2000

CLASS CONCEPT:

The first supervisory level class works under direction & requires thorough knowledge of engineering, chemistry, physics, biology &/or other comparable science field &/or mathematics or history & archaeology in order to develop, coordinate & implement programs within designated office, division or bureau & supervise environmental specialists &/or other professional/technical staff.

CLASS TITLE

CLASS NUMBER

PAY RANGE

EFFECTIVE

Environmental Manager

366 14

CLASS CONCEPT:

The second supervisory level class works under direction & requires thorough knowledge of engineering, chemistry, physics, biology &/or other comparable science field &/or mathematics or history & archaeology in order to plan & manage program activities within assigned office or division & supervise all subordinate environmental supervisors in assigned office or division.

<u>CLASS TITLE</u> Assistant Environmental Administrator PAY RANGE

EFFECTIVE

CLASS NUMBER 85867

15

06/18/2000

CLASS CONCEPT:

The first managerial level class works under administrative direction & requires extensive knowledge of chemistry, physics, biology &/or comparable science field &/or mathematics or history & archaeology in order to act as assistant division chief over office or division having statewide responsibility in central office location or to act as assistant district chief in district office location & in addition to either option, supervise all subordinate division/district personnel assigned.

CLASS TITLE

CLASS NUMBER

PAY RANGE

EFFECTIVE

Environmental Administrator

85868

16

06/18/2000

CLASS CONCEPT:

The second managerial level class works under administrative direction & requires extensive knowledge of chemistry, physics, biology &/or comparable science &/or mathematics in order to plan & direct all programs & operations of central office environmental office or division or plan & direct all operations of one environmental district or manage state energy forecasting information program & in addition to one of previous options, supervise all lower-level supervisory/managerial, technical & clerical personnel assigned.

CLASS TITLE

CLASS NUMBER

PAY RANGE

EFFECTIVE

Environmental Program Administrator

85869

17

02/13/2000

CLASS CONCEPT:

The administrative level class works under administrative direction & requires extensive knowledge of chemistry, physics, biology &/or comparable science &/or mathematics & managerial principles/techniques in order to develop, administer, manage & oversee activities of statewide surface water program or environmental services providing laboratory analyses on statewide basis to support intensive biological & water quality surveys, wasteload allocation studies, toxics monitoring, ambient monitoring, complaint response, remedial investigations & emergency response as division chief, & supervise assigned staff.

CLASS TITLE	CLASS NUMBER	<u>B. U.</u>	EFFECTIVE	PAY RANGE
Environmental Specialist 1	85861	13	01/09/2005	31

In Department of Transportation, prepares & reviews environmental documents (e.g., categorical exclusions; environmental assessments; environmental impact statements; noise reports; farmland impact rating reports; archaeological/historical reports; biological reports; endangered species reports; social/economic reports; air quality reports; environmental audits for hazardous wastes; prequalification submittals), & performs (e.g., field data collection; photographing; video taping) prepares related exhibits for use by other planning transportation projects & evaluates environmental impact.

Assists in developing environmental studies (e.g., archaeology; historic, ecological; water; noise & air; hazardous materials) to determine impact of proposed transportation projects, recommends project scope, procedures for field collection of data customized for site to be studied, designs & implements of laboratory analysis & development of statistical summaries, gathers data & monitors outside/field data collection, compiles & analyzes data, tracks project work status & prepares report to include findings & recommendations.

Researches & evaluates projects & programs for development & implementation of transportation projects, collects & analyzes data & compiles reports, researches local, state & federal laws, processes application for permits, analyzes present programs for process improvement & assists in evaluation of consultant pregualification submissions.

Assists in developing & implementing comprehensive programs & analyzes present practices, review projects; collects data & compiles reports; collects, records & prepares.

Serves as part of central office team which periodically audits performance of district offices & agencies, reviews activity reports & advises supervisor on circumstances which are adversely affecting performance & recommends corrective action.

Collects, researches, prepares & computerizes environmental data, (e.g., hazardous waste permit change requests, hazardous waste closure plans & infectious waste generators & transport's waste minimization certifications & consent to jurisdiction forms) ensures compliance of federal & state regulations & provides related technical assistance in development & maintenance of tracking logs using data base management system.

Prepares & reviews data & maintains records or reports related to assigned area/projects, initiates &/or responds to inquiries concerning regulations for assigned area or requests for information; provides technical assistance & works cooperatively with other involved parties as necessary; serves as expert witness when necessary; makes recommendations for corrective or legal action, collects, researches, prepares & reviews resources data pertinent to assigned activities; attends training sessions & seminars; assists in conducting special studies or programs/projects.

OR

In Department of Natural Resources, monitors & reviews existing injection wells to ensure annular disposal wells, saltwater injection wells or enhanced recovery projects are in compliance with applicable state regulations, reviews new applications for annular disposal, solution mining, saltwater injection wells & enhanced recovery projects & recommends approval/disapproval & conducts onsite investigations of surface facilities when assigned,

OR

Monitors environmental pollution & environmental impacts by collecting samples, analyzing data & preparing reports on source data relative to variety of environmental pollution problems affecting atmosphere, ground, water & surface water,

OR

Assists in development & implementation of comprehensive program for community water assistance, reviews projects & regional plans for water supply & collects & analyzes data on water use & management,

OR

Researches & evaluates projects & programs for development & implementation of comprehensive coastal & water 6 OF 31

resource management programs, collects & analyzes coastal & water resources data & compiles reports, researches local, state & federal laws on water resources management & processes applications for water diversion or consumption use permits,

OR

Processes applications for permits to drill, plug, convert, plug-back, reissue, deepen, reopen, & revise location of oil & gas wells or natural gas policy act applications, conducts office review of historical well information, updates maps & records & verifies well completion data including geophysical & electric logs,

OR

Mails & collects withdrawal faculty registration forms & annual reports, processes & reviews forms & annual reports for accuracy & completeness, & enters data from forms into computerized database & associated location maps, provides technical assistance & information to registrants & public on water withdrawal facility registration program, analyzes data for preparation of related reports & analyses & assists unit supervisor with program compliance & enforcement activities,

OR

Collects field data from graphical or digital ground water observation gauges as required, maintains & programs related gauge equipment, processes, downloads or enters data into computerized database, reviews & analyzes data in office & prepares data for publication & dissemination to public, assists other unit employees or unit supervisor with collection of well borehole, streamflow, & rainfall data, & other related water resources data in field, & processes, reviews & performs data analyses under supervision,

OR

Assists in developing & implementing comprehensive local solid waste management programs & analyzing present practices, reviews projects & plans for solid waste management programs, collects data & compiles reports, reviews applications for recycling, litter prevention & waste reduction state grants, conducts field, office, facility & site inspections for compliance to state regulations, updates records & verifies compliance local solid waste management programs & tracks states & completion of state grant funded programs,

OR

Assists in developing, coordinating & implementing statewide water resource management programs for floodplain management, performs various floodplain management duties to support coordination of national flood insurance program in Ohio, tracks status & completion of NFIP related activities to include specific follow-up actions, composes report of findings, conclusions & recommendations on local floodplain management programs, assists & coordinates community officials in preparing, adopting management regulations & reviews & evaluates floodplain management & flood damage reduction /mitigation programs for compliance with local, state & federal floodplain management criteria;

OR

In Department of Commerce, takes telephone reports of leaking or potentially leaking underground storage tanks & gathers information from responsible persons (e.g., owner/operator), state & local officials (e.g., local fire & health departments) & environmental consultants regarding conditions of site & collects samples & other field data in order to verify existence/extent of contamination, assists in determining eligibility for coverage by bureau & site priority & provides technical assistance to others (e.g., owner/operator, laboratories, contractors, other governmental agencies) concerning regulations, policies, testing methods, detection limits & other issues relative to underground storage tanks;

OR

In Environmental Protection Agency, assists in development & implementation of statewide compliance program involving one or two types of hazardous wastes, conducts field investigations & inspections at industrial & municipal facilities to determine compliance of state & federal regulations (e.g., reviews facility records; samples industrial machines, equipment, drain systems, building surfaces, tanks & drums for hazardous waste contamination), advises facility officials of corrective actions needed & confers with agency's legal staff regarding enforcement actions for water & soil pollution occurring as result of PCB or hydrocarbon-petroleum contamination, or performs initial screening through records review (e.g., property records) & prepares findings & conclusions through independent assessment of relative degree of hazard or hazardous conditions at sites, or conducts field & laboratory work to produce maps & detailed plans & reports &

investigates spills & complaints associated with assigned contaminant(s),

OR

Monitors field workload allocations & serves as part of central office team which periodically audits performance of air program staff in district offices & contracted local air pollution control agencies, reviews quarterly field activity & surveillance reports from each district office & contracted local agency & advises supervisor of circumstances which are adversely affecting performance & recommends corrective action,

OR

Coordinates compilation of hazardous waste generator, transporter & facility inspection reports for input into computerized inspection/enforcement tracking system, reviews computerized tracking report & compiles list of violators due for enforcement action based on guidance documents, assists in preparation of reports to district office requesting enforcement referrals & completes financial compliance evaluations,

OR

Tracks status & completion of inspections & enforcement action for hazardous waste generators, transport's & treatment, storage or disposal facilities to ensure compliance with federal grant inspection, enforcement & reporting commitments & conducts reviews of financial assurance documents for treatment, storage & disposal facilities & recommends enforcement action through referral,

OR

Is responsible for singular environmental function (e.g., fuel sampling at gas stations; acts as in-office duty officer receiving telephoned reports of accidental spills of toxic pollutants on emergency hotline, coordinates efficient use of agency personnel & equipment in response & reviews investigation reports & initial spill reports; provides technical expertise & assistance in pollution prevention as liaison with EPA personnel, other state & federal agencies, industry, business & public, conducts special studies & surveys on pollution prevention & recommends technical basis for pollution prevention regulations, guidelines & policies, evaluating eligibility of industrial pollution control facilities for tax exemption) for one environmental medium (e.g., air or water or soil) or across environmental medias,

OR

Implements & monitors quality assurance program for ambient air (e.g., provides operational training & support to district &/or local air quality monitoring personnel on all types of monitoring equipment; conducts field audits of continuous & ambient air monitoring equipment in order to make minor repairs, fabricate instruments & audit performance of onsite operators) & prepares related reports,

OR

Operates & maintains OEPA continuous ambient air monitoring network throughout state as required by grant commitments, provides calibrations, certifications, corrective actions & training on all types of air monitoring equipment in use by private concerns, industry &/or local air agencies & other air quality assurance personnel, researches, collects, prepares & computerizes environmental data from automated monitoring sites & develops calibration procedures on new types of monitoring instrumentation,

OR

Monitors environmental pollution & environmental impacts by collecting samples, analyzing data & preparing reports on source data relative to variety of environmental pollution problems affecting land, water, or air,

OR

Develops wasteload allocations using simple modeling methods (i.e., streams with one point source discharger, &/or where no interaction with other dischargers is considered) & determines how much pollutants can be safely discharged without violating water quality standards,

OR

Collects, researches, prepares & computerizes environmental data, including hazardous waste permit change requests, hazardous waste closure plans & infectious waste generators & transport's, waste minimization certifications, & consent to jurisdiction forms, interprets federal & state regulations & provides related technical assistance in development & maintenance of tracking logs using data base management system.

Prepares, reviews data & maintains records & reports related to assigned area/ project; initiates &/or responds to inquiries concerning regulations for assigned area or requests for information; provides technical assistance & works cooperatively with other involved parties as necessary; attends meetings, training sessions & seminars; assists in conducting special studies or programs/projects; serves as expert witness when necessary; assists in drafting or drafts administrative rules; makes recommendations for corrective or legal action; assists in conducting special recycling, litter prevention & waste reduction grant programs; collects, researches, prepares & reviews resources data pertinent to assigned activities; assists in development & maintenance of tracking logs & data base management systems.

MAJOR WORKER CHARACTERISTICS:

Knowledge of engineering or chemistry, physics, biology or environmental science &/or other comparable science field &/or mathematics &/or history &/or archaeology; applicable state &/or federal laws, rules, regulations & standards relative to environmental control &/or public health area assigned*; inspection & investigation techniques & procedures*; computer simulations & predictive modeling*. Skill in operation & basic maintenance of sampling &/or surveying equipment; operation of video display terminal. Ability to understand technical field of study & analyze & interpret &/or compile scientific/technical data; prepare & maintain correspondence & detailed, comprehensive reports; cooperate with co-workers & establish & maintain favorable public relations with government officials, public &/or facility operations.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

3 yrs. trg. or 3 yrs. exp. in position involving engineering or chemistry, physics, biology, environmental science, geology, hydrogeology, earth science &/or urban & regional planning &/or other comparable physical or health science field &/or mathematics &/or history &/or archaeology (i.e., latter two subject areas pertain to positions only in Department of Transportation) which included responsibility for determining environmental & economic effects of environmental pollution or inspecting proposed & existing industrial water pollution pre-treatment &/or abandoned industrial facilities to determine existence of public health &/or pollution problems &/or other facility or site inspections & investigations to determine compliance with state &/or federal environmental control regulations. Training &/or experience must be commensurate with duties to be assigned.

-Or completion of undergraduate core program in engineering, chemistry, physics, biology, environmental science, earth science &/or urban & regional planning, geology or other comparable physical or health science field or mathematics, history or archaeology with education commensurate with duties to be assigned.

Note: For all positions engaged in field work, applicants must be able to provide own transportation. New employees in EPA's solid waste program, excluding those in the solid waste planning unit, must obtain a sanitarian-in-training certificate during their probationary period.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Employees in EPA's solid waste program must renew their Ohio certificate with the state board of sanitarian registration as statutorily mandated; employees in EPA may be required to participate in occupational medical monitoring &/or respiratory protection program & to attend other relevant training programs.

UNUSUAL WORKING CONDITIONS:

May require travel; may work outside exposed to varying weather conditions; may be exposed to toxic &/or hazardous substances; may be exposed to heights.

CLASS TITLE	CLASS NUMBER	<u>B. U.</u>	EFFECTIVE	PAY RANGE
Environmental Specialist 2	85862	13	01/09/2005	32

In Department of Commerce, acts as site coordinator & assists in review &/or preparation & implementation of work, quality assurance & sampling plans, reports & technical memoranda associated with investigation & remediation of releases of regulated substances from underground storage tank sites, participates in safety & medical monitoring programs, assists in review of plans, drawings & specifications for construction, operation & maintenance of remedial activities at sites & monitors compliance with corrective action regulations & approved plans & specifications by conducting on-site field assessments, collecting soil & groundwater samples & analyzing results,

OR

Responds to emergencies throughout state regarding hazardous materials, explosive ordinance, underground leaks & spills, command post operation & tactics, coordinates & assists hazardous materials personnel at scene, assists local fire departments in determining location of leak clean-up, operations & disposal of hazardous materials according to state & federal statutes, assists federal, state & local fire, environmental & health officials in inspections of underground storage tanks & investigation of leaks & acts as member of emergency response team;

OR

In Department of Health, develops & implements programs to review & evaluate long & short-term potential adverse consequences to human health following exposure to toxic & hazardous materials & related research in areas of environmental epidemiology & toxicology & coordinates activities with other state, local & federal agencies, recommends need to evacuate persons from contaminated areas & need for alternate food & water sources in event of contamination & routinely directs collection & evaluation of laboratory tests as related to assigned area.

OR

Recommends monitoring programs to address human exposure concerns at priority hazardous waste sites, conducts inspections of priority hazardous waste sites to evaluate & study physical characteristics & environmental fate & transport of contaminants & to determine effects on environment, economy & human health & adequacy of proposed mitigation procedures & assists in developing & implementing policies & procedures to ensure consistent application of legislation affecting priority hazardous waste sites;

OR

In the Department of Transportation, participates in developing procedures for preparation of environmental & related documents (e.g., categorical exclusions, environmental assessments, environmental impact statements, noise reports, farmland impact rating reports, archaeological/historical reports, biological reports, endangered species reports, social/economic reports, air quality reports, environmental audits for hazardous wastes, prequalification submittals) necessary to obtain environmental clearance as mandated for all transportation projects & reviews environmental documents prepared by outside consultants involved in state projects from other local government entities & identifies concerns to higher level environmental specialist.

Develops statewide environmental research studies (e.g., archaeology; historic; ecological; water; noise & air; hazardous materials) to determine impact of proposed transportation projects; reviews reports for content & format to ensure compliance & recommends changes; assists higher level environmental specialist in developing survey methods; works with other federal state & local government agencies &/or general public.

Makes inspections & evaluations & prepares & maintains records & reports related to assigned area/projects; tracks project work status; initiates &/or responds to inquiries concerning regulations for assigned area or requests for information; disseminates information, provides technical assistance & works cooperatively with other involved parties; assists in conducting specials studies or program, serves as expert witness, assists in development of policy & procedures & drafts administrative rules when assigned; consults with legal staff & makes recommendations for corrective action, monitors post-assistance activities & results to ensure compliance with procedural & regulatory requirements to include site visits, serves as participant on special project teams; evaluates consultant prequalification submissions; represents agency/office in or attends, meetings, training sessions & seminars to keep abreast of assigned area.

Processes & evaluates projects & programs for development & implementation of transportation projects; collects & analyzes data & compiles reports, researches local, state & federal laws; processes applications for permits & analyzes present programs for process improvements.

Assists in developing & implementing comprehensive programs & analyzes present practices; reviews projects; collects data & compiles reports.

Serves as part of central office team which periodically audits performance of district offices & other agencies, reviews activity reports & advises supervisor of circumstances which are adversely affecting performance & recommends corrective action.

OR

In Department of Natural Resources, conducts field reviews of abandoned mined land sites & prepares summary for acceptance into national inventory of such sites & to determine potential environmental impacts of proposed construction project sites,

OR

Plans & conducts soil survey projects & assists in determining land use capabilities by classifying & mapping soil types, extent & location, assists in developing soil collection procedures & recording methods consistent with established state & national standards, assists in preparing schedule of work used to measure survey project progress & performs special project services for soil & water conservation districts, planning commissions, health departments, engineers & other related entities.

OR

Prepares grants & supplemental documents to obtain federal funding of abandoned mined land sites which includes planning & scheduling field reviews of proposed sites with engineers to collect required data, meeting with engineers to determine cost estimates, needed engineering data & whether designs will be contracted or prepared in-house, holding public meetings concerning proposed site, coordinating activities in-house with other sections & creating databases & spreadsheets,

OR

Conducts field & office reviews of coal mine application area to determine compliance with applicable state & federal laws & rules (e.g., samples water, soil & strata; takes slope & soil measurements; makes land use determinations; verifies features on hydrologic & application maps; locates, identifies & assesses quality & quantity of all ground & surface water sites to include ephemeral, intermittent or perennial streams; identifies & assesses geomorphic features, geologic, hydrologic & mining operation problem areas; identifies previous mined areas & potential problems or impacts to off-site areas & assesses present fish, wildlife & archaeological & cultural resource sites; reviews engineering calculations & drawings & feasibility of various features of engineering plans affecting environment),

OR

Develops & implements programs for community water assistance, reviews plans for water supply & makes recommendations & collects, analyzes & prepares reports on water resources data,

OR

Collects field data from graphical or digital ground water observation gauges as required, maintains & programs related gauge equipment, processes & downloads or enters data into computerized database, assists unit supervisor in maintaining computer database, reviews & analyzes data in office for completeness & accuracy, & prepares data for publications & dissemination to public, assists unit supervisor with preparation of reports & analyses, collects borehole, streamflow, & rainfall data & other related water resources data in field, & processes, reviews & independently analyzes water resources data, prepares associated reports for public dissemination, & provides technical information & assistance to public on water resources data,

OR

Mails & collects water withdrawal facility registration forms & annual reports, processes & reviews forms & annual reports

for accuracy & completeness, & enters data from forms into computerized database, maintains computerized database & associated location maps, provides technical assistance & information to registrants & public on water withdrawal facility registration program, analyzes data & performs detailed interpretation of data for preparation of related reports, analyzes, researches & prepares information, conducts program compliance & enforcement activities, develops & conducts workshops or other educational activities specific to program & works with unit supervisor in preparing related rules & forms,

OR

Reviews design of engineering structures associated with coal mining operations & permits & conducts field inspections of engineering structures to ensure construction matches approved designs (e.g., evaluates hydraulic capacity of stream reconstructions, stream crossings, pond spillways, permanent & temporary diversion to determine if they can safely pass required stream flows; evaluates coal waste disposal plans & slopes of stability of earthen dams, coal waste embankment, excess spoil fills, steep slope mining; reviews haul-road design & underground mining application), recommends modification, approval or disapproval & evaluates suitability of permanent structures prior to bond release,

OR

Creates computerized natural resources data base for use by agency &/or local government officials,

OR

Develops & implements coastal & water resource management programs, collects & analyzes coastal & water resources data & prepares reports, reviews permit applications for water diversions & consumptive use permits & assists in development of strategies to improve coastal & water resources management,

OR

Plans, coordinates & conducts field & office review of environmental documents (e.g., environmental assessments, project planning reports & permit applications) involving ODOT NEPA documentation, petition drainage improvements, reclamation land use change, FERC actions, like activities & all matters requiring state action under federal fish & wildlife coordination act, participates in planning & developing mitigation plans with permit applicants & resource agencies, develops environmental documentation & prepares permit applications for regulatory approval of division of wildlife projects involving clean water act permits, fuel storage systems, hazardous & problem chemicals & like,

OR

Acts as team leader in coordinating, planning & implementing water resources management programs for floodplain management to include planning scheduling & conducting statewide evaluation visits to local government to review regulatory & enforcement procedures, makes independent recommendations & collects, analyzes & prepares findings on communities concerning ordinance/resolution administration, flood hazard reduction practices & record-keeping requirements set by national floodplain insurance program standards, coordinates compliance tracking of participating communities with federal emergency management agency to ensure appropriate & timely enforcement action & problem solution for non-compliant development, participates in development & implementation of floodplain management & water resource policy, serves as team leader to develop procedures & improved program delivery & in developing, implementing & managing flood hazard & water resources related data base, assists program manager in administration of federal/state partnership performance agreement for floodplain management, prepares & recommends grant budget & assists in monitoring expenditures,

OR

Act as senior liaison with state & federal governments in developing, coordinating & implementing water resource management programs for floodplain management, meets with local community officials & state agency staff in preparing, adopting & implementing floodplain management programs, initiates & takes lead to ensure local implementation of National Flood Insurance Program (i.e., NFIP) requirements, composes reports of findings conclusions & recommendations on local & state agency floodplain management programs, tracks status & completion of NFIP related activities to include specific follow-up actions, assists in implementation & management of flood hazard & water resources data base as assigned, participates in development & implementation of floodplain management & water resource policy, serves as team leader to develop procedures & policies to support & improve program delivery & participates in research of floodplain management & related water resource information to assist in development of strategies to improve floodplain & water resources management;

In Environmental Protection Agency, participates in development of policies & procedures that determine methodology for environmental monitoring programs for toxic substances in ambient air, soil & water, develops & conducts field trials of sample collection systems for toxic organic contaminants, coordinates use of various analytical laboratories for analysis of samples, conducts field investigations of suspected toxic pollution levels involving organic contaminants & particulate matter containing toxic metals, implements monitoring training programs for local & district personnel, establishes new monitoring locations & evaluates data & reports findings,

OR

Provides technical assistance in development, planning & implementation of Ohio's mobile source air pollution inspection & maintenance program in assigned county areas, develops inspections, investigation techniques & procedures & policies regarding issuance of extensions & exemptions for vehicles governed by mobile source air pollution program & creates computerized data base for monitoring & tracking regulated community in regard to licensing, inspection certification, enforcement & mobile source unit compliance,

OR

Conducts inspections, equipment maintenance, surveillance & investigations in order for Ohio EPA to administer clean air act & ambient air program in assigned area, directly responds to all types of citizen complaints received by district office, conducts initial investigation to determine compliance status & provides follow-up action, performs inspections & enforcement activities on various air pollution sources including industries, facilities, asbestos renovation, demolition projects &/or open burning sites to determine compliance with air quality standards,

OR

Performs air quality modeling analyses for use in developing, revising & modifying administrative rules affecting sources of air pollution in Ohio & reviews air quality analyses for source or group of sources to determine level & distribution of emission limitation reductions to create strategy for attaining & maintaining ambient air quality standards,

OR

Evaluates & processes permit to install & permit to operate applications for all air containment sources to assure compliance with state & federal air pollution control laws, regulations & policies, performs compliance monitoring & milestone inspections of permittees, prepares enforcement referrals for violations of federal &/or state air pollution control laws & regulations & investigates air pollution control complaints,

OR

Serves as emission monitoring specialist & plans, coordinates & oversees implementation of statewide continuous emission monitoring systems program for division of air pollution control, recommends guidelines for quality assurance & quality control plans & recommends enforcement policies on emission monitoring issues,

OR

Coordinates motor vehicle emission control anti-tampering program & oversees lead phase-down gas dispensing facility inspection program, develops program policies & procedures, serves as main contact person with USEPA, plans direction & overall goals of programs & assists manager with new source review projects,

OR

Establishes policies & procedures for review & control of toxic air pollution, directs & provides technical assistance to field office air toxic programs & works with inter-department personnel on control strategies & legislation, performs dispersion modeling & risk assessment & conducts inspection or investigations of facilities for air toxic issues,

OR

Provides data processing of & writes reports concerning ambient air monitoring data collected monthly from various local government agencies for dissemination to state & federal government & private citizens & provides other technical services in support of air monitoring operations,

Participates on adjudication panels involved in public hearings, meetings & adjudication hearings of permit applications before hazardous waste facility board & assists in drafting opinion & final order for hazardous waste facilities,

OR

Participates in review of enforcement referrals with district offices, central office, legal section & attorney general's office, tracks status of all legal cases within division, assists in developing enforcement actions & provides expert testimony in legal cases as necessary, evaluates regulated facilities to ensure compliance, participates in drafting & amending of policies & procedures & Ohio Administrative Code rules & regulations & coordinates divisional enforcement activities,

OR

Coordinates compliance tracking between districts & central office in order to ensure timely enforcement action against non-compliant facilities, reviews quarterly non-compliance report & prepares exception list & list of facilities in initial quarter of significant non-compliance & tracks development of enforcement actions by district staff to assure that actions are received by central office in timely manner,

OR

Provides technical assistance to state, local & governmental officials in operations of public drinking water systems, tracks reports of district field personnel & monitors them for statewide consistency & serves as technical consultant & resource person in matters pertaining to operation, treatment, capability, capacity, maintenance & reliability of regulated facilities under normal & emergency conditions,

OR

Participates in drafting & development of policies & procedures to ensure consistent implementation of regulatory programs for drinking water contaminants, collects, reviews, edits & analyzes analytical data for contaminants, distributes & provides interpretations of data & analyses to drinking water staff, other agencies & public, provides expert testimony in legal proceedings when required, participates in, schedules & coordinates sample collection & monitoring for contaminants at public water supply facilities, participates in on-site inspection of laboratories & evaluates results of inspections to ensure compliance with state & federal laws, regulations, policies & guidelines relative to state laboratory certification program & maintains files & records of laboratories involved in certification program,

OR

Coordinates all phases of Ohio's capacity assurance plan, reviews all work completed by USEPA & outside contractors & delegation of projects to outside contractors & other Ohio EPA personnel, constructs & negotiates interstate agreements, develops policy pertaining to capacity assurance & assists in rule formulation for hazardous waste land disposal;

OR

Provides on-site technical assistance to owners & operators of wastewater treatment facilities experiencing operational problems & assists in coordinating certification program for water & wastewater operators by reviewing applications, revising, preparing & conducting examinations & maintaining records for certification program;

OR

Serves as laboratory liaison & coordinator for agency laboratory programs & lab contracts involved with hazardous waste management, provides technical assistance to agency, regulated community, contracted analytical laboratories & general public with respect to regulation interpretation, regulation updates & advising & evaluating laboratory data & field sampling activities in relation to appropriate management & disposal of hazardous waste,

OR

Conducts & coordinates statewide trend & water impact analysis, develops & evaluates technical justifications for water quality regulations, participates in developing policies & procedures to ensure enforcement of wastewater pollution regulations & participates in database development activities,

OR

Manages & develops water quality management planning contracts, prepares contract materials for approval by Ohio EPA & Ohio Controlling Board, reviews, prepares & assists in developing non-point source pollution control strategies & programs & provides technical assistance in refining water quality management plans through management of contracts with planning agencies,

OR

Prepares environmental evaluations & assessments, manages, organizes & extracts information from biological & ambient chemical data bases, digitizes environmental data using software packages, coordinates downloading of digitized data files & edits & updates index systems,

OR

Protects surface & ground water from non-point source pollution by developing water quality monitoring strategies, evaluating water quality, land use, socioeconomic, soil, geographic & meteorologic data, preparing local & state mitigation strategies, evaluating strategies prepared by state or local agencies & consultants, collecting data & creating & maintaining computer data bases, reviewing engineering designs, preparing inter-agency & intra-agency policy, reviewing state legislation & procuring federal funds by preparing grant applications,

OR

Reviews & evaluates water pollution impact reports from municipal & industrial waste water dischargers & recommends water quality based effluent limits to remediate pollution problems & protect aquatic life & human health,

OR

Conducts technical reviews of local solid waste management district solid waste management plans to determine compliance with Ohio Revised Code & provides assistance to districts in development of strategies to become compliant,

OR

Relates technical requirements for disposal of infectious waste to regulated generators & transporters via telephone communication &/or formal presentations & reviews & verifies accuracy of generator & transporter registration applications,

OR

Evaluates nature & extent of solid/hazardous/infectious waste violations, makes recommendations for corrective or legal action to enforcement committee & coordinates enforcement actions with agency staff, district offices, attorney general's office & other involved parties,

OR

Reviews sites, permit applications & plans for solid waste, hazardous waste, infectious waste & construction/demolition debris facilities, recommends appropriate action to director, inspects hazardous waste, infectious waste & construction debris facilities for compliance & conducts complaint investigations, initiates appropriate enforcement actions, surveys local government solid waste programs, provides technical assistance to regulated community, Ohio EPA legal staff & attorney general's office as necessary, gives educational presentation to professional groups, seminars, workshops & citizen organizations, provides expert testimony at legal proceedings, reviews closure plans & recommends appropriate action to central office, integrates corrective action measures developed by division of emergency & remedial response with permit review process & monitors compliance with permit terms & conditions,

OR

Evaluates comparative risk posed to human health environment by hazardous waste sites,

OR

Reviews sites, permit applications, closure, corrective action & other plans & specifications for hazardous waste facilities & units for compliance with requirements from planning through certification or permit issuance,

OR

Reviews & processes permits for regulated hazardous waste facilities & reviews contingency, emergency & closure plans,

OR

Conducts & coordinates investigations, including special investigations, concerning regulated &/or unregulated activities involving hazardous waste & other environmental media, collects & organizes field data at both unregulated & regulated sites to determine responsible parties, participates in initial site response actions which includes emergency response activities, site inspections, record review, formulation of sampling & safety plans, sample collections & reporting, executes policies & procedures at sites & ensures compliance with hazardous waste regulations, oversees emergency clean-up & removal of unregulated &/or regulated wastes, reviews & critiques reports (e.g., remedial action master plans, scopes of work, remedial investigation feasibility studies, operation & maintenance plans, design & clean-up plans, sampling plans) & coordinates investigation & case development,

OR

Reviews & approves facilities plans & planning, coordinates & prepares required environmental assessments, mapping & related documents necessary to obtain environmental clearance on federally assisted municipal wastewater treatment projects & monitors progress of facilities under construction, including conducting field inspections to ensure construction conforms with approved design,

OR

Develops remedial action plans to clean up Ohio's four Lake Erie areas of concern (i.e., Maumee River, Black River, Cuyahoga River, Ashtabula River),

OR

Reviews & evaluates applications for section 401 certification which includes general &/or detailed engineering & survey plans for projects involving discharges to waters of state,

OR

Assists in implementation of national pretreatment program which regulates industrial discharges to publicly owned treatment works.

OR

Serves as district coordinator & conducts evaluations & inspections of public water drinking systems to ensure compliance with safe drinking water act & initiates enforcement of regulations for protection of public health,

OR

Plans & conducts district water quality surveys, compiles & evaluates data, writes & reviews water quality reports, plans & conducts compliance monitoring & site evaluations of industrial & municipal dischargers, investigates surface water related complaints, provides technical assistance & guidance relating to surface water quality & conducts ambient water quality surveys,

OR

Serves as team leader & develops wasteload allocations using simple modeling methods (i.e., streams with more than one interactive discharger &/or allocations of combined sewer overflows, storm sewer dischargers &/or non-point sources &/or modeling more complex than one dimensional model) & determines how much pollutant can be safely discharged without violating water quality standards,

OR

Serves as survey team leader & collects & evaluates data from streams & rivers & evaluates water quality conditions, stream potential & pollution impacts,

OR

Conducts acute & chronic bioassays to assess toxicity of industrial & municipal wastewaters, makes recommendations concerning level of toxicity of wastewaters entering Ohio waters & participates in planning & development of policies & procedures for assigned environmental projects,

OR

Evaluates completeness & accuracy of all reports required by emergency planning & community right-to-know act in 16 OF 31

relation to industrial operations & reports on spill response capabilities, makes recommendations concerning release of data beneficial to agency pollution control programs & local emergency planning committees, conducts environmental & economic impact studies, participates in hazard analysis & complaint investigation processes & participates in development of policies & procedures to ensure consistent application of state & federal emergency planning & community right-to-know regulations,

OR

Prepare NPDES permits for municipal, industrial & semi-public wastewater sources including appropriate limitations, monitoring requirements & sludge disposal practices, reviews present & proposed control strategies with preparation of compliance schedules where necessary & reviews permits drafted by district staff to ensure consistency with state & federal laws, regulations & policies & with technical support documents prepared to support effluent limits,

OR

Conducts studies on design & operation of water pollution control systems & develops design criteria,

OR

Reviews sites, permit applications & engineering plans for solid waste, infectious waste & construction/demolition debris facilities & recommends appropriate action to director,

OR

Reviews, processes & recommends action on permit applications & permit change requests for hazardous waste facilities, prepares completeness & adequacy comments & drafts permits & correspondence necessary for transmittal to hazardous waste facility board,

OR

Reviews sites, permit applications & engineering plans for solid waste, hazardous waste, infectious waste & construction/demolition debris facilities & recommends appropriate action to director, inspects waste management facilities for compliance, conducts complaint investigations & initiates appropriate enforcement actions,

OR

Reviews sites, permit applications & general &/or detail engineering plans & specifications for new solid waste disposal, landfills, hazardous waste or wastewater treatment or public drinking water facilities & modifications to existing facilities for conformance with requirements, handles project through planning stage & prepares environmental assessment for each project as required.

OR

Handles multiple environmental functions for one environmental medium (e.g., air or water or soil) or across environmental medias,

OR

Reviews &/or prepares work plans or documentation on environmental risk assessments or environmental sampling & analysis assessments, natural resource damage assessments or remedial design specifications, plans & drawings & prepares reports on statewide clean-up criteria & standards, human health & ecological databases & models.

OR

Develops procedures to conduct investigations at sites where hazardous substance releases are suspected & coordinates these procedures with districts & contractors, assembles procedure manuals & distributes to staff &/or contract personnel, coordinates corrective action & enforcement activities with other affected agency personnel, state & federal agencies & responsible parties, writes progress reports, participates in public meetings, serves as expert witness for Ohio EPA & Ohio Attorney General as required by litigation & participates in enforcement activities & settlement negotiations,

OR

Provides financial, technical & administrative assistance for planning, design & implementation of environmental infrastructure & pollution abatement & prevention projects, assists applicants in obtaining such assistance from variety of sources (e.g., water pollution control loan fund), reviews application for & makes appropriate determinations regarding

such assistance (e.g., analyzes, evaluates & accepts contracts, local legislation, inter-municipal service agreements & architectural/engineering agreements to ensure compliance; reviews data to determine applicant's ability to repay loan; determines payment schedules & amounts; analyzes user's rate structure for adequacy) & communicates program information to potential applicants & public.

Makes inspections & evaluations & prepares & maintains records & reports related to assigned area/projects; initiates &/or responds to inquiries concerning regulations for assigned area or requests for information; disseminates information, provides technical assistance & works cooperatively with other involved parties; represents agency/division in or attends meetings, training sessions & seminars & reads materials to keep abreast of assigned area; assists in conducting special studies or program/projects; serves as expert witness when necessary; develops or participates in development of policy & procedures; assists in drafting or drafts administrative rules when assigned; consults with legal staff & makes recommendations for corrective action; monitors post-assistance activities & results to ensure compliance with procedural & regulatory requirements to include conducting periodic site visits; serves as leader, coordinator or participant on special project teams; represents division on task forces & committees; participates in development of strategies & operational plans; writes news releases & magazine articles; participates as part of team to provide or delivers training to local officials; assists with tracking & management of data base management for assigned area of expertise.

MAJOR WORKER CHARACTERISTICS:

Knowledge of engineering or chemistry, physics, biology, environmental science &/or other comparable physical or health science field &/or mathematics &/or history &/or archaeology &/or public or business administration, public relations, budgeting or accounting; applicable state &/or federal laws, rules, regulations & standards relative to environmental control &/or public health area assigned*; inspection & investigation techniques & procedures; computer simulations & predictive modeling. Skill in operation & basic maintenance of sampling &/or surveying equipment; operation of video display terminal. Ability to understand technical field of study & analyze & interpret &/or compile scientific/ technical data; prepare & maintain correspondence & detailed, comprehensive reports; cooperate with co-workers & establish & maintain favorable public relations with government officials, public &/or facility operations.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

12 mos. exp. as Environmental Specialist 1, 85861.

- -Or 4 yrs. trg. or 4 yrs. exp. in position involving geology or hydrology, engineering, chemistry, physics, biology, environmental science &/or other comparable physical or health science field, earth science &/or urban & regional planning, &/or mathematics &/or history &/or archaeology (i.e., latter two subject areas pertain only to positions in departments of transportation & natural resources) which included responsibility for conducting compliance monitoring surveys &/or inspections/reviews or investigations, or review of permit applications relative to oil & gas well operations or injection, annular disposal & saltwater injection wells & enhanced recovery projects or coal mining, or solid/hazardous waste sites or industrial & municipal wastewater dischargers, or conducting of historical &/or archaeological research or other research studies to evaluate impact of proposed transportation projects on historic properties or cultural resources, or collecting, compiling & preparing various environmental assessments, evaluations, reports & related documents. training & experience must be commensurate with duties to be assigned.
- -Or baccalaureate degree in engineering, chemistry, physics, biology, environmental science, earth science &/or urban & regional planning, geology or other comparable physical or health science field or mathematics or history or archaeology (i.e., latter two subject areas pertain only to positions in departments of transportation & natural resources) with education to be commensurate with duties to be assigned.
- -Or positions involved in providing financial, technical & administrative assistance for planning, design & implementation of environmental infrastructure & pollution abatement, & prevention projects, applicants must have completed undergraduate core coursework in business/public administration, public relations/marketing, political science or communications, or have 4 yrs. exp. in position involving public contact to explain policies, procedures & programs of agency, writing of promotional &/or explanatory publications & materials, budgeting, contract administration & working with others on team projects.

Note: For all positions engaged in field work, applicants must be able to provide own transportation. New employees in EPA's solid waste program, excluding those in the solid waste planning unit, must obtain a sanitarian-in-training certificate during their probationary period.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Employees in EPA's solid waste program must renew their Ohio certificate with the state board of sanitarian registration as statutorily mandated. Employees in EPA may be required to participate in occupational medical monitoring &/or respiratory protection program & to attend other relevant training programs. In Department of Transportation, participation in safety & medical monitoring programs will be required for workers who may be required to enter sites for investigation of contamination with environmentally regulated substances (i.e., hazardous materials). In Department of Natural Resources, Ohio Surface Mine, employees are required to participate in federal training conducted annually & biannually.

UNUSUAL WORKING CONDITIONS:

May require travel; may work outside exposed to varying weather conditions; may be exposed to toxic &/or hazardous substances; may be exposed to heights. In Department of Natural Resources, may be exposed to PCB contaminants.

CLASS TITLE	CLASS NUMBER	<u>B. U.</u>	EFFECTIVE	PAY RANGE
Environmental Specialist 3	85863	13	01/09/2005	33

Acts as lead worker over &/or performs environmental research, investigation & oversight activities for lower-level environmental specialists &/or other staff which can include increased level of responsibility, coordinates lower-level staff activities for portion/portions of program or major complex site; or serves as project coordinator to research & design new laboratory methodologies for inorganic or organic chemistry, coordinates multi-media projects, reviews & ensures technical completion of documents, letters, permits & plans prepared by lower-level staff, coordinates program projects, schedules & tracks program activities performed by lower-level staff & recommends improvements, serves as program area technical contact for lower-level staff, reports program activity progress & recommends improvements to supervisor, & provides field activity support to lower-level staff.

Assists with other significant activities such as periodic reporting; plans, implements & coordinates environmental research, investigations & projects; provides information to assist in budget preparation; assists in developing & implementing program policy, rules & procedures; assists in providing training to new staff, continued training for existing staff & inter-divisional training; guides, reviews & prepares variety of reports, projects, investigations &/or other documentation.

Coordinates/facilitates/provides communication between/among programs/ divisions/districts, other governmental agencies, media, & general public that require total accountability, immediate response & accessibility; attends conferences & meetings; provides assistance to private citizens, industry representatives & governmental agencies relative to environmental findings & analyses; develops educational materials, reports, newsletters & environmental programs; testifies in court or administrative hearings,

OR

In Department of Transportation, act as team &/or program leader over lower-level environmental specialists & support staff, performing environmental research, investigation, oversees statewide programs, projects & schedules, tracking program activities, evaluates work & reviews of environmental documents (e.g., categorical exclusions; environmental assessments; environmental impact statements; noise reports; farmland impact rating reports; archaeological/historical reports; biological reports; endangered species reports; social/economic reports; air quality reports; environmental audits for hazardous wastes; pre-qualification submittals) to obtain environmental clearance as mandated for all transportation projects & reviews & evaluates work on environmental documents prepared by outside consultants involved in state projects from other local government entities & develops & monitors statewide environmental research & studies to determine impact of proposed transportation projects; serves as team leader on statewide programs, projects, schedules &/or tracking program; develops survey methods; coordinates & monitors activities with other federal, state & local government agencies &/or general public; develops & monitors performance of environmental programs &/or activities with other agencies; acts as lead agency contact person for agreements.

OR

In Department of Commerce, acts as lead worker for Bureau of Underground Storage Tank Regulations Enforcement Program (i.e., BUSTR), acts for administrator & plans, organizes & coordinates work assignments, coordinates & leads reviews of compliance status of individuals, corporations or government entities liable for assessment & remediation of regulated petroleum releases, determines time & cost estimates for completion of required work, prioritizes work based on degree of threat to human health & environment, & arranges & participates in enforcement meetings & settlement negotiations.

Implements enforcement of BUSTR regulations regarding assessment & remediation of petroleum contamination from regulated underground storage tanks; generates complex technical documents; recommends appropriate enforcement action against violators including levels of fines assessed & judgment of ability to pay; performs activities (e.g., periodic reporting; plans, implements; coordinates & monitors environmental research, investigations & projects; provides information to assist in budget preparation; develops & implements program policy, rules, procedures; provides training to new & existing environmental specialists, support staff other interested parties; reviews & prepares reports, projects, investigations &/or other documentation; evaluates & ensures accuracy of reviews for consultant pre-qualifications).

Coordinates, facilitates &/or provides communication between programs, divisions, districts, other governmental agencies, media & general public; develops educational materials, reports, newsletters & environmental programs as necessary;

serves as expert witness as necessary, testifies in court &/or administrative hearings; initiates &/or responds to inquiries concerning regulations for assigned area or requests for information; disseminates information, monitors post-assistance activities & results to ensure compliance with procedural & regulatory requirements to include conducting site visits; prepares & ensures accuracy of plans & applications for permits.

MAJOR WORKER CHARACTERISTICS:

Knowledge of engineering or chemistry, physics, biology, environmental science, geology, hydrogeology &/or other comparable physical or health science field &/or mathematics; employee training & development*; supervisory principles/techniques*; applicable state &/or federal laws, rules, regulations & standards relative to environmental control &/or public health area assigned*; environmental inspection & investigation techniques & procedures; computer simulations & predictive modeling. Skill in operation of laboratory sampling &/or surveying equipment; operation of video display terminal or personal computer. Ability to understand technical field of study & research, analyze & interpret &/or compile complex scientific/ technical data; prepare & maintain detailed, comprehensive reports & documents; cooperative with/lead co-workers & establish & maintain favorable public relations with government & academic institution officials, public, legislators, industry representatives & private citizens.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core coursework in environmentally-related discipline; 3 yrs. relevant programmatic exp.

- -Or 2 yrs. relevant programmatic experience as Environmental Supervisor, 85865.
- -Or 7 yrs. relevant programmatic exp.
- -Or combination of education in environmentally focused discipline or other job-related discipline & specific programmatic experience equaling 7 yrs.

Additionally, for the Department of Transportation only, the following options may apply:

- -Or completion of graduate core coursework in engineering, chemistry, physics, biology, environmental science, earth science &/or urban & regional planning, geology, geography or other comparable physical or health science field or mathematics, history or archaeology with training to be commensurate with duties to be assigned; 1 yr. trg. or 1 yr. exp. in position involving geology, hydrogeology, engineering, chemistry, physics, biology, environmental science &/or other comparable physical or health science, earth science &/or urban & regional planning &/or mathematics, history or archaeology. Training & experience must be commensurate with duties to be assigned.
- -Or completion of undergraduate core coursework in engineering, chemistry, physics, biology, environmental science, earth science &/or urban & regional planning, geology, geography or other comparable physical or health science field or mathematics, history or archaeology with training to be commensurate with duties to be assigned; 2 yrs. trg. or 2 yrs. exp. in position involving geology, hydrogeology, engineering, chemistry, physics, biology, environmental science &/or other comparable physical or health science, earth science &/or urban & regional planning &/or mathematics, history or archaeology. Training & experience must be commensurate with duties to be assigned.
- -Or 5 yrs. trg. or 5 yrs. exp. in position involving geology, hydrogeology, engineering, chemistry, physics, biology, environmental science &/or other comparable physical or health science, earth science &/or urban & regional planning &/or mathematics, history or archaeology. Training & experience must be commensurate with duties to be assigned.
- -Or 12 mos. exp as an Environmental Specialist 2, 85862
- -Or equivalent of Minimum Class Qualifications For Employment noted above.

Note: For all positions involved in field work, applicants must be able to provide own transportation. New employees in OEPA's solid waste program, excluding those in the solid waste planning unit, must obtain a sanitarian-in-training certificate during their probationary period.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Employees in OEPA's solid waste program must renew their Ohio certificate with the state board of sanitarian registration as statutorily mandated. Employees in OEPA may be required to participate in occupational medical monitoring &/or respiratory protection program & to attend other relevant training programs.

UNUSUAL WORKING CONDITIONS:

Requires travel; may work outside exposed to varying weather conditions; may be exposed to toxic &/or hazardous substances; may be exposed to heights.

CLASS TITLE	CLASS NUMBER	B. U.	EFFECTIVE	PAY RANGE
Environmental Specialist 4	85864	13	04/28/1996	34

Serves as technical expert concerning various environmental objectives that may include surveillance, research, planning, remedial action program & activities, abatement/treatment technology design, facility operations & environmental impact analyses & assessment, is responsible for agency participation in regional, national & international programs & studies, participates as principal technical negotiator, witness or contact in administrative proceedings &/or litigation that includes highly technical issues that frequently border or limits of known technology, coordinates activities with investigations conducted by other states, federal agencies &/or international organizations, provides technical expertise to working groups of intra/interstate & international programs during planning of data collection & management, & assists in implementing operational aspects of plans regarding surveillance & monitoring.

Evaluates regulatory & non-regulatory programs to include identifying factors which limit those programs ability to meet requirements; maintains high level of scientific or engineering knowledge in several areas of pollution technology (e.g., electrostatic precipitation, analytical methodology, fabric filtration & absorption techniques, fluid flow & ventilation system design & techniques); provides other technical staff with advice in areas of specialized knowledge; critically reviews, analyzes & evaluates research proposals for technical soundness, applicability to agency programs, goals & objectives & cost effectiveness; makes recommendations for or against their funding; identifies, analyzes & proposes projects to remedy deficient databases or information gaps; writes & publishes scientific reports concerning progress toward ecosystem objectives including evaluations of quantitative indicators; assists in training new staff; participates in/ conducts training for existing divisional and inter-divisional staff.

Coordinates/facilitates/provides communication between/among programs/ divisions/districts, other governmental agencies, media, & general public that require total accountability, immediate response & accessibility; prepares & presents briefings to regional, national & international organizations; arranges for & serves as technical manager of projects designed to develop & define OEPA's knowledge of available technology & environmental quality modeling techniques for various types of pollution where little or no previous data exists.

MAJOR WORKER CHARACTERISTICS:

Knowledge of engineering or chemistry, physics, biology, environmental science, geology, hydrogeology &/or other comparable physical or health science field &/or mathematics; employee training & development*; applicable state &/or federal laws, rules, regulations, standards, annual plans, policy statements, work plans, strategy documents, agreements, court decisions, control technology literature & precedents & practices relative to environmental control &/or public health area assigned; environmental inspection & investigation techniques & procedures; computer simulations & predictive modeling. Skill in operation of laboratory sampling &/or surveying equipment; operation of video display terminal or personal computer. Ability to understand technical field of study & research, analyze, evaluate & interpret &/or compile most complex scientific/technical data; prepare & maintain detailed, comprehensive reports; establish & maintain favorable public relations with departmental officials, regional, national & international program representatives, media, legislators, other government officials, private citizens & public as technical expert.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of graduate core coursework in environmentally-related discipline; 5 yrs. professional, technical & program expertise; demonstrate proficiency in mastery of advanced concepts, principles & practices of environmental technology to serve as technical authority on pollutant emissions & treatment technologies, or comprehensive understanding of environmental dynamics & factors leading to environmental degradation or environmental planning principles to include environmental risk assessment.

-Or completion of undergraduate core coursework in environmentally-related discipline; 7 yrs. professional, technical & program expertise; demonstrate proficiency in mastery of advanced concepts, principles & practices of environmental technology to serve as technical authority on pollutant emissions & treatment technologies, or comprehensive understanding or environmental dynamics & factors leading to environmental degradation or environmental planning principles to include risk assessment.

Note: For all positions involved in field work, applicants must be able to provide own transportation. New employees in OEPA's solid waste program, excluding those in the solid waste planning unit, must obtain a sanitarian-in- training

certificate during their probationary period.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Employees in OEPA's solid waste program must renew their Ohio certificate with the state board of sanitarian registration as statutorily mandated. Employees in OEPA may be required to participate in occupational medical monitoring &/or respiratory protection program & to attend other relevant training programs.

UNUSUAL WORKING CONDITIONS:

Requires travel; may work outside exposed to varying weather conditions; may be exposed to toxic &/or hazardous substances; may be exposed to heights.

CLASS TITLE	CLASS NUMBER	<u>B. U.</u>	EFFECTIVE	PAY RANGE
Environmental Supervisor	85865	EX	06/18/2000	13

Develops, coordinates & implements environmental programs within designated office or division or bureau (e.g., air pollution control, water pollution, solid/hazardous waste, water quality monitoring & assessment, ground water, public water supply, terrestrial & aquatic ecosystems, historic & pre-historic properties, alternative highway improvements siting, planning, laboratory services, water quantity/resource development), coordinates environmental protection activities with other divisions in agency & with other governmental agencies to ensure adequate communications & compliance with acceptable program standards, develops statewide guidelines to ensure compliance with agency policies & procedures & state & federal laws & rules, directs special environmental protection projects (e.g., energy conservation, spill prevention & counter-measure control, solid/hazardous/toxic waste management, national guard safety, water quantity/resources management), supervises environmental specialists &/or other professional/technical personnel, oversees preparation of reports, environmental assessments, complaint investigations & field inspections, plan reviews & recommendations for legal action & plans work of project teams.

Proposes revision of environmental standards; prepares recommendations regarding changes in regulations & guidelines for program monitoring activities for quality assurance.

Provides technical assistance & consultation to engineers, scientists, government officials & private firms regarding laws, regulations, practices & procedures for environmental protection program area & technical issues related to program & laboratory services; participates in meetings, conferences & training courses; prepares correspondence; prepares public information & education programs & materials; analyzes new or revised environmental protection laws, regulations, guidelines & standards & prepares recommendations; testifies as expert witness in legal proceedings.

Develops specific program budget proposal; plans manpower needs for field, analytical & report preparation services required for program accomplishment; assists in evaluation of all environmental protection documentation to determine programmatic impact & consistency with agency policies; prepares & edits reports & program evaluations; completes special projects (e.g., designs record-keeping system, recommends enforcement procedures, designs concepts to establish & maintain computer programs unique to specific program area).

MAJOR WORKER CHARACTERISTICS:

Knowledge of engineering or chemistry, physics, biology &/or other comparable science field &/or mathematics &/or history &/or archaeology; impact of environmental pollution sources on environment; applicable state & federal laws, rules, regulations & standards relative to environmental control & public health; engineering principles & current practices; supervision*; inspection & investigation techniques & procedures; computer simulations & predictive modeling. Skill in operation & maintenance of sampling &/or surveying equipment; operation of computer terminal. Ability to understand technical field of study; analyze & interpret scientific & technical data; prepare & maintain correspondence & detailed & comprehensive reports & records technical & scientific in nature; use statistical analysis; establish friendly atmosphere as supervisor of work unit; ability to formulate &/or edit technical &/or scientific policies, procedures & regulations governing activities of assigned area; establish & maintain favorable public relations with public officials, facility operators &/or owners, plant managers &/or their representatives.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

12 mos. exp. as Environmental Specialist 2, 85862.

-Or 5 yrs. trg. or 5 yrs. exp. in position involving engineering or chemistry, physics, biology &/or other comparable science field &/or mathematics &/or history &/or archaeology (i.e., latter two subject areas pertain only to Department of Transportation) evaluating & approving complex engineering design plans, conducting most sensitive environmental surveillance activities &/or environmental pollution compliance monitoring inspections, investigating complex public health &/or environmental pollution problems, initiating complex enforcement actions, or assisting in planning, developing & maintaining specific environmental projects & programs; 6 mos. trg. or 6 mos. exp. as lead worker.

Note: Training &/or experience must correspond to environmental area to be assigned. Positions in Environmental Protection Agency's solid waste program, excluding those in solid waste planning unit, also require valid Ohio certificate of registration as sanitarian or valid Ohio certificate as sanitarian-in-training.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

In Department of Transportation, participation in safety & medical monitoring programs will be required for workers who may be required to enter sites for investigation of contamination with environmentally regulated substances (i.e., hazardous materials).

UNUSUAL WORKING CONDITIONS:

May require travel; may work outside exposed to varying weather conditions; may be exposed to toxic &/or hazardous substances.

CLASS TITLE	CLASS NUMBER	<u>B. U.</u>	EFFECTIVE	PAY RANGE
Environmental Manager	85866	EX	06/18/2000	14

Plans & manages program operation within assigned office or division (e.g., manages overall surveillance & enforcement program for solid waste & hazardous waste; establishes & implements achievement of goals & objectives for air pollution measurements & air quality analysis; designs, reviews & implements program to provide chemical analysis to support intensive biological & water quality surveys; develops basin-wide water quality management strategies & plans; responsible for program development & implementation of public health aspects of water quality to include surveillance & sample monitoring of public water systems; develops state's environmental assessment policy for facility planning process of wastewater treatment grants program, assists in development of environmental resource protection & management policies & priorities; administers interdisciplinary environmental impact assessment & review programs; manages water quantity/ resource programs to include water withdrawal facility registration & community water assistance) & supervises all subordinate environmental supervisors in assigned office or division.

Establishes program goals, objectives & work priorities; develops & implements program standards & policies; ensures compliance of programs & projects with state & federal requirements; prepares reports; assists with budget preparation.

Represents agency in national & regional conferences, technical committees, seminars, hearings &/or public meetings; provides technical assistance & support to outside groups, local governments, private entities & consultants; prepares & presents speeches &/or presentations before local, state &/or federal groups.

MAJOR WORKER CHARACTERISTICS:

Knowledge of engineering, chemistry, physics, biology &/or other comparable science field &/or mathematics &/or history &/or archaeology; impact of environmental pollution sources on environment; applicable state & federal laws, rules & regulations & standards relative to environmental control & public health; engineering principles & current practices; inspection & investigation techniques & procedures; computer simulations & predictive modeling; supervision; management*. Skill in operation & maintenance of sampling &/or surveying equipment; operation of computer terminal. Ability to understand technical field of study; analyze & interpret scientific & technical data; formulate &/or edit technical &/or scientific policies/procedures/regulations governing activities of assigned areas; prepare & maintain correspondence & detailed & comprehensive reports & records technical & scientific in nature; use statistical analysis; establish & maintain favorable public relations with public officials, facility operators &/or owners, plant managers &/or their representatives; establish friendly atmosphere as unit manager.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

12 mos. as Environmental Supervisor, 85865.

-Or 6 yrs. trg. or 6 yrs. exp. in position involving engineering or chemistry, physics, biology &/or comparable science field &/or mathematics &/or history &/or archaeology which included responsibility for developing, coordinating & implementing programs for specific environmental area (e.g., air pollution; water pollution; solid/hazardous waste planning; ecological impact assessment; water quality monitoring & assessment; ground water or laboratory services); 6 mos. trg. or 6 mos. exp. as lead worker or supervisor or in administrative capacity.

Note: Training &/or experience must correspond to environmental area to be assigned. Positions in Environmental Protection Agency's solid waste program, excluding positions in solid waste planning unit, also require valid Ohio certificate of registration as sanitarian or valid Ohio certificate as sanitarian-in-training.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

May require travel.

CLASS TITLE	CLASS NUMBER	B. U.	EFFECTIVE	PAY RANGE
Assistant Environmental Administrator	85867	EX	06/18/2000	15

Acts as assistant division or bureau chief over office or division having statewide responsibility in central office location, or acts as assistant district chief in district office location & in addition to either option, supervises all subordinate division/district/bureau employees assigned, assists in developing programs & budgets & assists in administering all office, district or division operations by assigning duties & responsibilities to various sections/units & ensuring effective accomplishment of all tasks.

Participates in formulation of policies & procedures for efficient operation of agency, assists in development of program goals & objectives, represents administrator or director at meetings with company representatives or local, state & federal officials, conducts meetings with other government agencies & private organizations when necessary to implement agency programs, coordinates work of subordinate section managers & keeps division, district or bureau chief informed of progress toward program goals & objectives.

Represents chief or director on committees, boards & commissions; acts in absence of chief.

MAJOR WORKER CHARACTERISTICS:

Knowledge of supervision; management; engineering or chemistry, physics, biology &/or other comparable science field &/or mathematics; impact of environmental pollution sources on environment; applicable state & federal laws, rules, regulations & standards relative to environmental control & public health; engineering principles & current practices; inspection & investigation techniques & procedures; computer simulations & predictive modeling. Skill in operation & maintenance of sampling &/or surveying equipment; operation of computer terminal. Ability to understand technical field of study; formulate &/or edit technical &/or scientific policies, procedures & regulations governing activities of assigned areas; analyze & interpret scientific & technical data; prepare & maintain correspondence & detailed & comprehensive reports & records, technical & scientific in nature; use statistical analysis; establish & maintain favorable public relations with public officials, facility operators &/or owners, plant managers &/or their representatives; establish friendly atmosphere as assistant division/bureau chief.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

12 mos. exp. as Environmental Manager, 85866.

- -Or 24 mos. exp. as Environmental Supervisor, 85865.
- -Or 7 yrs. trg. or 7 yrs. exp. in position involving engineering or chemistry, physics, biology &/or comparable science field &/or mathematics which included responsibility for developing goals, policies & procedures & managing operations related to specific environmental program area (e.g., surveillance & enforcement program for solid & hazardous waste; air pollution measurements & air quality analysis; chemical analysis; chemical analysis to support intensive biological & water quality surveys; analysis of environmental impacts); 12 mos. trg. or 12 mos. exp. in administration &/or supervision.

Note: Training &/or experience must correspond to division or district office programs to be assigned. positions in Environmental Protection Agency involving more than 50% of time in administration of Section 3734 of Ohio Revised Code as it pertains to solid waste, also require valid Ohio certificate of registration as sanitarian or valid Ohio certificate as sanitarian-in-training.

-Or equivalent of minimum class qualifications for employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

May require travel.

CLASS TITLE	CLASS NUMBER	B. U.	EFFECTIVE	PAY RANGE
Environmental Administrator	85868	EX	06/18/2000	16

In Environmental Protection Agency, plans & directs all programs & operations of central office environmental office or division, or plans & directs all operations of environmental district office (e.g., develops policies & procedures; assists in overall agency policy development; plans programming tasks & resource allocation; ensures compliance of programs & projects with state & federal requirements & grants; develops & monitors division budget & expenditures; coordinates activities with other divisions; investigates complaints; administers class V injection well regulatory program; develops guidelines for inspections &/or for assessing environmental superiors of operations; participates in writing legislation &/or administrative rules regarding specific environmental area);

OR

In Department of Transportation, administers office of environmental services to include development & administration of transportation programs to ensure consideration of social, economical & environmental effects of statewide transportation programs & projects in accordance with Departmental Transportation development process, develops operating policies & procedures for office sections, supervises all section supervisors, oversees budget preparation & monitors labor, equipment & material expenditures;

OR

In Public Utilities Commission, manages state energy forecasting information program (e.g., coordinates activities with other state environmental programs or agencies; develops reporting procedures to be used by utilities; and in addition to one of previous options, supervise all lower-level supervisors/ managers, technical & clerical staff assigned.

Directs & monitors preparation &/or review of statistics, reports, permits &/or plans; prepares documentation to support legislation & regulations affecting programs & operations; directs preparation &/or review of environmental impact statements & policy objectives in relation to on-going programs (e.g., water quality management plan, emission inventory, air pollution control &/or ancillary programs); oversees review of geologic studies & chemical laboratory analyses; develops statistical energy forecast reports.

Represents agency in national, regional & state conferences, committees & boards dealing with environmental issues; makes speeches & other presentations to explain division's programs, policies & goals to private entities, public officials & general public; testifies before general assembly & other public groups on environmental issues; conducts meetings with government agencies & private organizations; consults with staff, consultants & public officials; plans & directs meetings to develop overall solid & hazardous waste program in coordination with local, state & federal agencies & private industry.

MAJOR WORKER CHARACTERISTICS:

Knowledge of engineering or chemistry, physics, biology &/or other comparable science field &/or mathematics; impact of environmental pollution sources on environment; applicable state & federal laws, rules, regulations & standards relative to environmental control & public health; engineering principles & current practices; inspection & investigation techniques & procedures; computer simulations & predictive modeling; management; supervision. Ability to understand technical field of study; analyze & interpret scientific & technical data; use statistical analysis; formulate &/or edit technical &/or scientific policies/procedures/ regulations governing activities of assigned areas; establish friendly atmosphere as division/district/program chief; prepare & maintain correspondence & detailed & scientific in nature; establish & maintain favorable public relations with public officials, facility operators &/or owners, plant managers &/or their representatives.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

12 mos. as Assistant Environmental Administrator, 85867.

- -Or 24 mos. as Environmental Manager, 85866.
- -Or 8 yrs. trg. or 8 yrs. exp. in position involving engineering or chemistry, physics, biology &/or comparable science field &/or mathematics which included responsibility for managing an environmental area (e.g., air pollution control, solid & hazardous waste management, water quality, monitoring & assessment of surface & ground water or energy forecasting); 18 mos. trg. or 18 mos. exp. in administration, management &/or supervision.

Note: Training &/or experience must correspond to division or district office programs to be assigned. Positions in Environmental Protection Agency involving more than 50% of time in administration of Section 3734 Of Revised Code as it pertains to solid waste, also require valid Ohio certificate of registration as sanitarian or valid Ohio certificate as sanitarian-in-training.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT: Not applicable.

UNUSUAL WORKING CONDITIONS:

May require travel.

CLASS TITLE	CLASS NUMBER	B. U.	EFFECTIVE	PAY RANGE
Environmental Program Administrator	85869	EX	02/13/2000	17

Develops, administers, manages & oversees activities of statewide surface water programs (e.g., Ohio Navigable Rivers Remedial Action Planning Programs; State-Funded Fish Contaminant Program; Endangered Species In Navigable Waters; Management Plan For Lake Erie; Wetland Mitigation Banking; 401 certification; 319 projects; pretreatment & pollution prevention; stormwater management districts & related stormwater permits; HB 110 contracts with local governments; compliance inspections; industrial user inspections), develops & implements statewide policies & procedures & insures enforcement of established federal & state environmental policies, laws, rules & regulations & supervises staff;

OR

Plans, directs & coordinates activities of division of environmental services providing laboratory analyses on statewide basis to support intensive biological & water quality surveys, wasteload allocation studies, toxics monitoring, ambient monitoring, complaint response, remedial investigations & emergency response, directs assurance operations, implements & coordinates Section 205 & 106 of Clean Water Act federal grant activities pertaining to laboratory operations, develops & implements policies & procedures, & supervises lower-level environmental managerial & supervisory personnel.

Directs & monitors preparation &/or review of statistics, reports (e.g., annual 305 (b) report) & annual proposals & amendments submitted to U.S. E.P.A. for federal grant monies under various sections of Clean Water Act (e.g., 104; 106; 205) & administers preparation of applications, work programs & budgets for grants; develops & administers budget for assigned division; oversees management of fiscal affairs of assigned division (e.g., including routine, systematic & timely negotiation & administration of grants; equipment; supplies; staffing needs); provides documentation to support legal action against dischargers in violation of water pollution control standards; provides documentation to support legislations & regulations to control water pollution; develops &/or revises goals & objectives; participates in development of agency's goals & objectives.

Represents agency director in national, regional & state conferences, committees & boards regarding policies & strategies for assigned division activities & in legal proceedings; makes speeches & other presentations to explain division's programs, policies & goals to industry, public officials, environmental interest groups & general public; advises executive staff of problem dischargers & recommends actions & strategies suitable or necessary to bring violators into compliance; prepares periodic & special reports; oversees development of test methods to ensure compliance with federal regulations.

MAJOR WORKER CHARACTERISTICS:

Knowledge of engineering or chemistry, physics, biology &/or other comparable science field &/or mathematics; impact of environmental pollution sources on environment; applicable state & federal laws, rules, regulations & standards relative to environmental control & public health; engineering principles & current practices; inspection & investigation techniques & procedures; computer simulations & predictive modeling; management*; supervision*. Ability to understand technical field of study; analyze & interpret scientific & technical data; use statistical analysis; formulate &/or edit technical &/or scientific policies/procedures/ regulations governing activities of assigned areas; establish friendly atmosphere as division chief; prepare & maintain correspondence & detailed & comprehensive reports & records technical & scientific in nature; establish & maintain favorable public relations with public officials, facility operators &/or owners, plant managers &/or their representatives.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of graduate core program in environmental science or chemistry; 4 yrs. exp. in environmental protection activity commensurate with specialization of division to be assigned (i.e., division of surface water or division of environmental services).

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT: Not applicable.

UNUSUAL WORKING CONDITIONS:

May require travel.