

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

CLASSIFICATION SERIES:
Environmental Grant Analyst

SERIES NO.:
8588

MAJOR AGENCIES:
Ohio Department of Development only

EFFECTIVE DATE:
06/26/1994

SERIES PURPOSE:

The purpose of the environmental grant analyst occupation is to monitor grant funded program compliance with environmental review regulations.

At the full performance level class, incumbents monitor grant funded program compliance with environmental review regulations.

This class is reserved for use by the Ohio Department of Development only.

CLASS TITLE:
Environmental Grant Analyst

CLASS NUMBER:
85881

EFFECTIVE DATE:
06/26/1994

CLASS CONCEPT:

The full performance level class works under direction & requires considerable knowledge of environmental grant regulations in order to monitor grant funded program compliance with environmental review regulations.

CLASS TITLE: Environmental Grant Analyst	CLASS NUMBER: 85881	BARGAINING UNIT: 14
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EFFECTIVE DATE:

06/26/1994

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Monitors grant funded programs (e.g., Home Investment Partnership, Community Development Block Grant, Housing Community Partnership, Emergency Shelter, Permanent Housing for Handicapped Homeless) for compliance with environmental regulations.

Reviews federally funded programs & preparation of environmental review records with governmental & environmental assessment regulations (e.g., historic properties, Executive Order 11593, reservoir salvage act of 1960, floodplain & wetlands protection, coastal zone management, sole source aquifers, endangered species, wild & scenic rivers, air quality); reviews target area & floodplain maps related to program activities; documents request for release of funds & certification; conducts site visits of program activity to evaluate target areas, scattered sites & accessibility of grantee to maintain environmental review records; researches & writes environmental review reports.

Conducts or assists in conducting training programs for grantee recipients & agency technical personnel on environmental regulations or provides speakers from public or private organizations; maintains & updates environmental review records.

Provides technical assistance to local officials on preparing environmental review records, handling environmental review conflicts & understanding review regulations; responds to requests for environmental assessment information from grantees, general public, or governmental officials; develops technical materials.

MAJOR WORKER CHARACTERISTICS:

Knowledge of environmental science, natural science, business administration, public administration or social work; state & federal regulations governing environmental review*; public relations. Skill in operation of personal computer*. Ability to define problems, collect environmental data, establish facts & draw valid conclusions; prepare environmental reports; answer environmental inquiries from grantees, general public, or agency personnel; gather, collate & analyze environmental regulations about grant programs.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in business administration, public administration, environmental science, natural science or social work; must be able to provide own transportation.

-Or 2 yrs. trg. or 2 yrs. exp. in monitoring grant funded programs for compliance with environmental review regulations; must be able to provide own transportation.

-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:

Requires travel.