Environmental Program Manager 1 (Supervisory and Managerial)

Exam Code: 4PB1901
4PB1902

Department: State of California
Exam Type: Servicewide, Open
Final Filing Date: Continuous

CLASSIFICATION DETAILS

Environmental Program Manager 1 (Supervisory) – $9,861.00 – $12,259.00 per month.

Environmental Program Manager 1 (Managerial) – $10,904.00 – $12,383.00 per month.

View the classification specification for the Environmental Program Manager 1 (Supervisory and Managerial) classifications.

APPLICATION INSTRUCTIONS

Final Filing Date: Continuous

Who Should Apply:
Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

Once you have taken this examination, you may not retake it for twelve (12) months.

How To Apply:
The link to connect to the Training and Experience Evaluation is located farther down on this bulletin in the “Taking the Exam” section.

Special Testing Arrangements:
If you require special testing arrangements due to a verified disability or medical condition, please contact:

California Department of Human Resources
CalCareer Service Center
1810 16th Street
Sacramento, CA 95814

Phone: (866) 844-8671
Email: CalCareer@CalHR.CA.GOV

California Relay Service: 7-1-1 (TTY and voice)
TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device

MINIMUM QUALIFICATIONS

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

All Levels:
Education: Possession of a bachelor's or advanced degree with a major in a biological, chemical, physical, or environmental science, soil science, water science, hydrology, agronomy, natural resource science, environmental or public health, physical geography, or a closely related scientific discipline. (Admission to a masters or doctoral degree program in a biological, chemical, physical, or environmental science, soil science, water science, hydrology, agronomy, natural resource science, environmental or public health, physical geography, or a closely related scientific discipline shall be considered to meet these education qualifications.)

Environmental Program Manager 1 (Supervisory)
Environmental Program Manager 1 (Managerial)

Either 1
Experience: Two years of experience in the California state civil service performing the duties of a Senior Environmental Scientist.

Or 2
Experience: Five years of broad, extensive, and increasingly responsible experience as a scientist in environmental analysis, management, research, planning, regulation,
investigation, or enforcement, at least two years of which must have been in an administrative or supervisory position in full charge of a staff responsible for the development or implementation of environmental policies, programs, plans, or research projects; or conducting a critical and/or sensitive environmental monitoring and surveillance or environmental management program; or in the direction of the work of a large multidisciplinary environmental investigatory or regulatory staff at a level equivalent to a Senior Environmental Scientist in the California state civil service. Possession of a master's degree in a biological, chemical, physical, or environmental science, soil science, water science, hydrology, agronomy, natural resource science, environmental or public health, physical geography, or a closely related scientific discipline may be substituted for one year of the required general experience; possession of a doctorate in the above- named disciplines may be substituted for two years of the general experience.

POSITION DESCRIPTION

Environmental Program Manager 1 (Supervisory)
This is the second supervisory level of the series. Incumbents direct and have charge of critical and/or sensitive public health, environmental, agricultural productivity, and natural resource management programs or components; carry authority and accountability for timely completion of program objectives and for submittal of satisfactory products; are responsible for operational planning and assigning of projects, budgeting for time and funds, reviewing and evaluating achievements, and preparing administrative reports; coordinate program activities with technical and administrative support sections and their activities; assist in formulating and administering policies; exercise discretion in the provision of oversight and coordination of projects or programs; maintain liaison with other governmental agencies and the private sector; evaluate program performance and achievements; plan for work force needs; represent their organization in compliance negotiations, policy implementation, program budgeting, and strategic planning; and do other related work. Incumbents may supervise a group of Senior Environmental Scientists and other professional and technical staff working on a critical and/or sensitive public health, environmental, and natural resource management, regulation, compliance, or research project. Incumbents have authority in the interest of management to recruit, hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline employees. Incumbents have the responsibility to direct employees, adjust employee grievances, or effectively recommend such actions. Incumbents may also function as a nonsupervisory staff specialist in a critical and/or sensitive program or project management or coordination, policy development, or executive advisor position.
Environmental Program Manager 1 (Managerial)
This is the first managerial level of the series which has significant responsibility for formulating and administering policies or programs. Incumbents direct and have charge of critical and/or sensitive public health, environmental, agricultural productivity, and natural resource management programs or components which are of significant importance to the employer; carry authority and accountability for timely completion of program objectives and for submittal of satisfactory products; are responsible for operational planning and assigning of projects, budgeting for time and funds, staff development and work force planning, reviewing and evaluating program performance and achievements, and preparing administrative reports; coordinate program activities with technical and administrative support sections and their activities; formulate and administer policies; maintain liaison with other governmental agencies and the private sector; independently represent their organization in compliance negotiations, policy implementation, performance evaluation, program budgeting, and strategic planning; and do other related work. Incumbents have authority in the interest of management to recruit, hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline employees. Incumbents have the responsibility to direct employees, adjust employee grievances, or effectively recommend such actions.

EXAMINATION SCOPE
This examination consists of the following components:

Training and Experience Evaluation – Weighted 100% of the final score.

The examination will consists solely of a Training and Experience Evaluation. To obtain a position on the eligible list, a minimum score of 70% must be received. Applicants will receive their score upon completion of the Training and Experience Evaluation process.

In addition to evaluating applicants’ relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each exam component will be measuring competitively, relative job demands, each applicant’s:

Knowledge of:

1. Knowledge of current management and leadership techniques and applications to ensure that strategies employed in the supervision and oversight of the department/agency are effective and comply with all applicable laws.
2. Knowledge of State recruitment and selection procedures to conduct hiring interviews with candidates to meet departmental staffing needs.
3. Knowledge of the bill analysis process to ensure the proper evaluation of proposed legislation and the effect on projects, programs, and the department/agency.
4. Knowledge of basic concepts of environmental planning, economics, and resource management planning and techniques to forecast program/project needs, resources, timelines, and outcomes.

Ability to:
1. Ability to prepare and manage budgets, grants, agreements, and contracts to ensure compliance with State and federal rules, regulations, and policies.
2. Ability to perform project management including planning/development, task prioritization, and cost of time and materials to establish realistic timelines and budgets for project completion.
3. Ability to perform oversight on projects ensuring that end products or services are delivered on schedule, within the established budget, and in compliance with applicable laws, regulations, and policies.
4. Ability to establish goals and objectives to ensure clarity and direction for the department/agency staff.
5. Ability to read and evaluate written documents of varying levels of complexity for consistency with the goals, policies, and procedures of public health, public safety, natural resource, and environmental programs.
6. Ability to review and interpret scientific reports to make recommendations based upon documented data and information.
7. Ability to establish and maintain cooperative working relationships with management, staff, public entities, and stakeholders.
8. Ability to prepare and manage budgets, grants, agreements, and contracts to ensure compliance with State and federal rules, regulations, and policies.
9. Ability to edit written documents to ensure proper use of grammar, punctuation, sentence structure, and spelling.
10. Ability to deliver oral presentations to audiences with varying levels of understanding.
11. Ability to effectively negotiate and compromise when resolving issues involving differing opinions and viewpoints.

Additional KSAs for Environmental Program Manager 1 (Managerial)

Ability to:
1. Ability to evaluate program performance and achievements.
2. Ability to establish goals and objectives to ensure clarity and direction for the department/agency staff.
3. Ability to analyze proposed legislation, regulations, and/or policies to identify impacts on existing public health, public safety, natural resource, and environmental programs.
4. Ability to write detailed and specific procedures and processes outlining the steps to follow in completing departmental/agency, program, and/or project tasks.
5. Ability to analyze situations to determine and implement appropriate courses of action.
6. Ability to communicate effectively in person to staff, management, the public, and other stakeholders.

ELIGIBLE LIST INFORMATION

A servicewide, open eligible list for the Environmental Program Manager 1 (Supervisory and Managerial) classifications will be established for:

State of California (all State of California departments, statewide)

The names of successful competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires twelve (12) months after it is established. Applicants must then retake the examination to reestablish eligibility.

Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veterans status is verified by the California Department of Human Resources (CalHR). Information on this program and the Veterans’ Preference Application (Std. 1093) is available online. Additional information on veteran benefits is available at the Department of Veterans Affairs.

Career Credits will not be added to the final score for this exam, because it does not meet the requirements to qualify for Career Credits.

EXAMINATION INFORMATION

Preview Training and Experience Evaluation

PREPARING FOR THE EXAMINATION

Here is a list of suggested resources to have available prior to taking the exam.

Employment History: Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

Education: School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above.
**Training:** Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

**TAKING THE EXAMINATION**

Take the examination for the [Environmental Program Manager 1 (Supervisory and Managerial)](Environmental Program Manager 1 (Supervisory and Managerial)) classifications.

**TESTING DEPARTMENTS**

State of California (all State of California departments)

**CONTACT INFORMATION**

California Department of Human Resources
CalCareer Service Center
1810 16th Street
Sacramento, CA 95814
Phone: (866) 844-8671
Email: [CalCareer@CalHR.CA.GOV](mailto:CalCareer@CalHR.CA.GOV)

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**EQUAL OPPORTUNITY EMPLOYER**

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

**DRUG-FREE STATEMENT**

It is an objective of the State of California to achieve a drug-free State workplace. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

**GENERAL INFORMATION**

Examination and/or Employment Application (STD 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your [CalCareer Account](mailto:CalCareer@CalHR.CA.GOV).

Bulletin Date: 9/11/2018
If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

The California Department of Human Resources (CalHR) reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all applicants will be notified.

General Qualifications: Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification form the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.