



## **Environmental Program Manager 1 (Supervisory and Managerial)**

7500 – 0756 – 4PB1901 – EPM 1 (Supervisory)

7500 – 0760 – 4PB1902 – EPM 1 (Managerial)

Department(s): California Department of Fish and Wildlife  
California Department of Food and Agriculture  
California Department of Pesticide Regulation  
California Department of Public Health  
California Department of Resources Recycling and Recovery (CalRecycle)  
California Department of Toxic Substances Control  
California Environmental Protection Agency  
California Tahoe Conservancy  
Delta Stewardship Council  
Department of Parks and Recreation  
Department of Water Resources  
Military Department  
Sacramento-San Joaquin Delta Conservancy  
State Lands Commission  
State Water Resources Control Board

Opening Date: 8/29/14  
Final Filing Date: Continuous  
Type of Examination: Open, multi-departmental  
Salary:: EPM 1 (Supervisory): \$8,983 – \$11,168  
EPM 1 (Managerial): \$9,933 – \$11,280

### **EQUAL EMPLOYMENT OPPORTUNITY**

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 work place. 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.

### **WHO SHOULD APPLY?**

Applicants who meet the Minimum Qualifications as stated on this bulletin may apply for and take this Training and Experience Evaluation at any time.

Once you have taken the Training and Experience Evaluation, you may not retake it for twelve (12) months.

### **FILING INSTRUCTIONS**

**Final Filing Date:** Continuous

**Where to Apply:** Click the link at the bottom of this bulletin.

### **SPECIAL TESTING ARRANGEMENTS**

If you have a disability and need special assistance or special testing arrangements, contact:

California Department of Human Resources  
Examination and Selection Services Section  
1-866-844-8671  
California Relay Service (7-1-1)  
Telecommunications Device for the Deaf (TTY) (916) 654-6336

TTY is a telecommunications device that is reachable only from phones equipped with a TTY device.

### **ELIGIBLE LIST INFORMATION**

An open, merged eligible list will be established by the California Department of Human Resources for use by other State departments. The names of successful competitors will be merged onto the eligible list in order of final score regardless of test date. Eligibility expires twelve (12) months after it is established. Competitors must then retake the Training and Experience Evaluation to reestablish eligibility.

### **REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION**

**NOTE:** All applicants must meet the education and/or experience requirements as stated on this examination bulletin as of the date the test is taken.

### **MINIMUM QUALIFICATIONS**

#### **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 I (Supervisory)**

#### **Environmental Program Manager I (Managerial)**

#### **Either I**

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

#### **Or II**

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 I (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 I (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 INFORMATION**

### **TRAINING AND EXPERIENCE EVALUATION – Weighted 100%**

The examination will consist solely of a Training and Experience Evaluation. To obtain a position on the eligible list, a minimum score of 70% must be received. An applicant will receive his/her score upon completion of the Training and Experience Evaluation process.

[Click here to preview the Training and Experience Evaluation.](#)

## KNOWLEDGE AND ABILITIES

### Environmental Program Manager I (Supervisory) & (Managerial)

#### Knowledge of:

- 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.
- Knowledge of State recruitment and selection procedures to conduct hiring interviews with candidates to meet departmental staffing needs.
- Knowledge of the bill analysis process to ensure the proper evaluation of proposed legislation and the effect on projects, programs, and the department/agency.
- 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:

- Ability to prepare and manage budgets, grants, agreements, and contracts to ensure compliance with State and federal rules, regulations, and policies.
- 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.
- 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.
- Ability to establish goals and objectives to ensure clarity and direction for the department/agency staff.
- 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.
- Ability to review and interpret scientific reports to make recommendations based upon documented data and information.
- Ability to establish and maintain cooperative working relationships with management, staff, public entities, and stakeholders.
- Ability to prepare and manage budgets, grants, agreements, and contracts to ensure compliance with State and federal rules, regulations, and policies.
- Ability to edit written documents to ensure proper use of grammar, punctuation, sentence structure, and spelling.
- Ability to deliver oral presentations to audiences with varying levels of understanding
- Ability to effectively negotiate and compromise when resolving issues involving differing opinions and viewpoints.

### Additional KSAs for Environmental Program Manager I (Managerial)

#### Ability to:

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

## VETERANS' PREFERENCE

Veterans' Preference will be granted for this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent-disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released.

## CAREER CREDITS

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.

## CONTACT INFORMATION

If you have any questions concerning this examination bulletin, please contact:

California Department of Human Resources

1-866-844-8671

California Relay Service (7-1-1)

Telecommunications Device for the Deaf (TTY) (916) 654-6336

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## GENERAL INFORMATION

**Applications are available** at [www.jobs.ca.gov](http://www.jobs.ca.gov) and local offices of the Employment Development Department.

**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 on this bulletin will be rated against a predetermined job-related rating, and all candidates who pass will be ranked according to their scores.

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

**Candidates needing special testing arrangements** due to a disability must mark the appropriate box on the application and contact the testing department.

**Hiring Interview Scope:** In a hiring interview, in addition to the scope described in this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight may be given to the breadth and recency of pertinent experience, and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development. For more information, you may refer to the classification specification at <http://www.calhr.ca.gov/state-hr-professionals/pages/0762.aspx>.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, 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) service-wide promotional, 5) departmental open, and 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.

**Veterans' Preference:** Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. 2) An entrance examination is defined, under the law, as any open competitive examination. And 3) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <http://jobs.ca.gov/Job/VeteransInformation>, and the Department of Veterans Affairs.

### **TAKING THE EXAM**

**When you click the link below, you will be directed to the Training and Experience Evaluation. At the end of the Training and Experience Evaluation, it will be instantly scored.**

**[Click here to go to the Training and Experience Evaluation.](#)**