



**STATE OF NEVADA**  
**Department of Administration**  
**Division of Human Resource Management**

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**CLASS SPECIFICATION**

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>ENVIRONMENTAL SCIENTIST IV</b>	<b>38</b>	<b>B</b>	<b>10.545</b>
<b>ENVIRONMENTAL SCIENTIST III</b>	<b>36</b>	<b>B</b>	<b>10.525</b>
<b>ENVIRONMENTAL SCIENTIST II</b>	<b>35</b>	<b>B</b>	<b>10.536</b>
<b>ENVIRONMENTAL SCIENTIST I</b>	<b>32</b>	<b>B</b>	<b>10.548</b>

**SERIES CONCEPT**

Environmental Scientists perform program research, planning and development, permitting, compliance monitoring, inspections/enforcement, and technical support services in relation to air, water, federal facilities, corrective action, mining, biology, and waste environmental programs.

Develop program documents such as the annual program plan, quarterly activities report, environmental assessments, technical reports, and environmental impact statements in accordance with federal and state requirements; review existing program standards; research, compile and verify available data; analyze data and trends including the projected impact of federal, state and local regulations; propose new or revised standards; develop regulations, procedures and protocols and draft legislation; provide information and technical assistance to the general public and regulated community; develop and provide training to staff and the regulated community; prepare various reports as required for planning or in response to requests from the legislature, general public, regulated community, EPA, or DEP administration; conduct public hearings; justify with fact sheets and discussion as required.

Conduct research through the use of technical, scientific and historical data to provide a tool for administrative and resource planning and decision making; coordinate with other agencies involved in the implementation of environmental programs; represent the Division or agency at various meetings involving other local, state, federal regulatory and resource agencies, the public and the regulated community; participate in policy and regulation development at the local, state and national level.

Develop grant applications, proposals for performance, grant workplans, budgets and applications using state and federal policies and procedures; negotiate commitments with the Environmental Protection Agency, U.S. Fish and Wildlife, Army Corps of Engineers and other state and local agencies; solicit project proposals; negotiate workplans and draft contract documents and required amendments; monitor grant performance, expenditures, and contracts.

Develop and draft permits for industry and governmental entities; compile facility data; examine and adapt the permit to applicable standards; establish limitations; review permits for regulatory compliance; perform public permit notification and final permit issuance.

Perform compliance monitoring; analyze submitted environmental reports in relation to technical, scientific, and legal criteria and make recommendations to ensure compliance; take periodic samples according to established protocol and transport to appropriate laboratories; operate various monitoring equipment; evaluate new and existing sample sites for usefulness.

Respond to environmental complaints through investigation, determination of complaint validity and determination of appropriate action to be taken.

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**SERIES CONCEPT (cont'd)**

Conduct inspections to ensure compliance with federal, state and local regulations; inspect pollution control equipment; take or observe others taking samples; determine whether violations are occurring; make a detailed report and recommendation to the appropriate entity; determine appropriate enforcement action to be initiated; prepare notices of violation; meet with the regulated community, potentially responsible parties and attorneys to present findings and negotiate resolutions, administrative settlements and civil penalties; give depositions, testify in court as required and serve as the state's expert witness in law suits and other court matters.

Perform various technical services required to carry out any of the above mentioned duties, including calculating pollutant concentrations, calibrating a variety of sampling equipment and preparing monitoring sites.

Input and access data to and from a national data system maintained by the Environmental Protection Agency in accordance with federal grant requirements; performs computer modeling using computer programs to manipulate data; evaluate environmental data and make decisions based on this information.

Perform related duties as assigned.

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**CLASS CONCEPTS**

**Environmental Scientist IV:** Positions allocated to this class plan, organize and supervise the work of lower level Environmental Scientists, Engineers, Interns, Federal IPA's and other contractors for one or more components of the air, water, federal facilities, mining, biology, corrective action, or waste programs. Incumbents develop, implement and manage new or existing programs; develop and make formal presentations to regulatory boards, commissions, natural resource agencies and the legislature; draft legislation and develop rules and regulations; develop budgets, approve purchases and monitor expenditures; and negotiate with other State, federal and local entities concerning contracts, grants, cases, incidents and other multi-jurisdictional issues. In addition, they perform the range of duties described in the series concept. Incumbents receive general supervision, and work is reviewed through progress reports and meetings. Federal and state statutes and regulations are available for reference, however, original problem solving is required.

**Environmental Scientist III:** Positions allocated to this class are assigned primary responsibility for the complex planning, enforcement, contract coordination, pollution prevention, monitoring, and/or permitting functions within a program area (e.g. air pollution) and may provide work direction to lower level staff. Incumbents perform work assignments independently and are accountable for the final work product. Incumbents receive general supervision, and work is reviewed through progress reports and meetings and as the need arises when unusual circumstances occur. This is the advanced journey level class in the series.

**Environmental Scientist II:** Positions allocated to this class perform the range of duties described in the series concept under the direction of a higher level Environmental Scientist or Engineer, and work is reviewed on a regular basis. This is the journey level class in the series.

**Environmental Scientist I:** Positions allocated to this class receive training in the performance of the duties described in the series concept under the direct supervision of a higher level Environmental Scientist or Engineer. This is the entry level class in the series.

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## MINIMUM QUALIFICATIONS

### INFORMATIONAL NOTE:

\* Some positions may require specialized experience which will be identified at the time of recruitment.

### ENVIRONMENTAL SCIENTIST IV

**EDUCATION AND EXPERIENCE:** Bachelor's degree in the physical, natural resource or life sciences, engineering or closely related field and four years of professional environmental experience which involved environmental program research, planning, and technical support; **OR** an equivalent combination of education and experience; **OR** 18 months of experience as an Environmental Scientist III in Nevada State service. (*See Informational Note*)

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES:** (required at time of application):

**Knowledge of:** federal, State and Division contract, grant, procurement, and budgeting policies and procedures; personnel policies and procedures; evolving Nevada and other state and federal statutes and regulations and programs related to pollution control; the scientific principles and current technology associated with pollution control and related environmental terminology; the environmental impact associated with the release of toxic chemicals and biological agents. **Ability to:** evaluate program needs and plan and implement one or multiple program elements; evaluate and monitor program performance; prepare and administer contracts, grants and budgets and ensure tracking of expenditures in order to make contract, grant and budget adjustments during the fiscal year; develop program documents with or without Federal and State guidelines; develop and draft permits for industry and governmental entities; interpret environmental laws and regulations and apply them to varying situations; apply environmental science knowledge and technical data obtained in written form and/or through hearings and/or field investigations to a variety of complex situations and formulate logical and objective conclusions; write clear and concise legal agreements; interpret complex regulations in the broader context of its impact on other programs within the agency; apply conflict resolution and related skills to issues involving other governmental agencies, the regulated community, potentially responsible parties, and staff, and work objectively towards resolution; review and evaluate the work of others; *and all knowledge, skills and abilities required at the lower levels.*

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:** (typically acquired on the job):

**Knowledge of:** legal procedures such as open meeting laws, criminal enforcement, and administrative proceedings; diverse programs and regulations being implemented by other state, federal and local agencies which relate to the program areas being managed; the socio-economic and environmental impact of decisions and proposed regulations on the regulated community, the public and the agency. **Ability to:** set and revise priorities, track and manage multiple projects and output, reassign tasks, direct individuals and teams, manage and motivate professional employees, and improve production to compensate for anticipated and unanticipated changes due to internal or external forces in order to reach organization goals and objectives; develop and make presentations to regulatory boards, natural resource agencies and groups, and commissions; develop State regulations, standards, guidelines and procedures; maintain an awareness of, understand and work within complex interactions and recognize implications of any decision making at the federal, state and local level which may impact programs; determine that staff decisions are based on sound environmental protection principles and that they are consistent with applicable division or agency policies and state and federal statutes and regulations; organize statewide, regional and national conferences and meetings that bring together individuals from other agencies, non-governmental organizations, the regulated community and the public to negotiate solutions to major or controversial issues; estimate the cost of a project; identify more effective methods of work operation; analyze information, technical data, problems, situations, practices and procedures and define the problem or objective; identify relevant concerns or factors, patterns of operation, tendencies and relationships and recognize their implications to resolve conflicts; make comprehensive recommendations on environmental problems; organize and manage complex programs related to the control of biological and chemical agents and/or pollutants discharged into the environment.

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### MINIMUM QUALIFICATIONS (cont'd)

#### ENVIRONMENTAL SCIENTIST III

**EDUCATION AND EXPERIENCE:** Bachelor's degree in the physical, natural resource or life sciences, engineering or closely related field and three years of professional environmental experience which involved environmental program research, planning, and technical support; **OR** an equivalent combination of education and experience; **OR** one year of experience as an Environmental Scientist II in Nevada State service. (*See Informational Note*)

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES:** (required at time of application):

**Knowledge of:** legal procedures related to the enforcement of pollution control, if applicable to the position; EPA grant requirements. **Ability to:** effectively communicate technical, scientific, environmental, regulatory and legal information verbally and in writing to subordinates, individuals and groups with varying backgrounds; evaluate potential radiological, chemical and/or biological hazards and determine proper actions to safeguard individual and public safety; recognize existing or potential problems which require communication to higher level management; act as a lead worker to organize, oversee and delegate work responsibilities; independently establish priorities which accurately reflect the relative importance of job responsibilities; interpret and enforce department and Division policies and rules; draft complete, accurate, legally defensible enforcement/mitigation action and programmatic documents and effectively implement enforcement/mitigation action procedures; negotiate with the regulated and natural resource community to ensure compliance and resolve issues; analyze complex data and apply concepts to difficult problems; *and all knowledge, skills and abilities required at the lower levels.*

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:** (typically acquired on the job)  
(*These are identical to the entry level knowledge, skills and abilities identified for Environmental Scientist IV.*)

#### ENVIRONMENTAL SCIENTIST II

**EDUCATION AND EXPERIENCE:** Bachelor's degree in the physical, natural resource or life sciences, engineering or closely related field and 18 months of professional environmental experience which involved environmental program research, planning, and technical support; **OR** an equivalent combination of education and experience; **OR** 18 months of experience as an Environmental Scientist I in Nevada State service. (*See Informational Note*)

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES:** (required at time of application):

**Knowledge of:** state and federal regulations pertaining to pollution control; environmentally sustainable practices; safety measures as applied to investigation and survey of a regulated industry; laboratory test methods and equipment; computer data input and retrieval; computer modeling using computer programs to manipulate data; available sources within the agency to obtain needed information. **Ability to:** take samples according to established sampling protocol and preservation methods; write technical reports, memoranda, and letters regarding pollution control which contain clear and concise information and analysis; communicate effectively with peers, office staff, the regulated community, other agencies, attorneys, technicians and the general public; evaluate environmental, economic, legal, health and safety variables, reach proper conclusions and make correct decisions; calibrate and operate a variety of technical equipment; work independently to complete assignments with minimal direction and within established time frames; work with frequent interruptions; organize multiple assignments; respond to resistant, indifferent, or hostile people and resolve problems; establish and maintain a good working rapport with the regulated community; *and all knowledge, skills and abilities required at the lower level.*

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:** (typically acquired on the job):  
(*These are identical to the entry level knowledge, skills and abilities identified for Environmental Scientist III.*)

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### MINIMUM QUALIFICATIONS (cont'd)

#### ENVIRONMENTAL SCIENTIST I

EDUCATION AND EXPERIENCE: Bachelor's degree in the physical or life sciences, engineering or closely related field; **OR** an equivalent combination of education and experience. (*See Informational Note*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (required at time of application):

**Knowledge of:** the physical and biological aspects of the environment including zoology, biology, hydrology, bioclimatology, ecology, geology, physics, and organic/inorganic chemistry; environmental terminology.

**Ability to:** read and comprehend technical and legal documents including: scientific papers, regulations, statutes, engineering plans and specifications, legal agreements and EPA technical guidance manuals; prepare and present written reports; apply mathematical concepts and principles including: algebra, trigonometry, geometry, and statistics; operate personal computers and corresponding software.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (typically acquired on the job):

*(These are identical to the entry level knowledge, skills and abilities identified for Environmental Scientist II.)*

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>10.545</u>	<u>10.525</u>	<u>10.536</u>	<u>10.548</u>
ESTABLISHED:	7/1/87P 1/30/87PC	7/18/80	5/18/78	12/15/78
REVISED:		7/1/87-12P 1/30/87PC	7/1/87-12P 1/30/87PC	7/1/87P 1/30/87PC
REVISED:		11/13/87-3		
REVISED:		3/13/90-3		
REVISED:	7/1/97P 9/19/96PC	7/1/97P 9/19/96PC	7/1/97P 9/19/96PC	7/1/97P 9/19/96PC
REVISED:	9/7/12UC	9/7/12UC	9/7/12UC	9/7/12UC