



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

**Exam Codes: 4PB1901 & 4PB1902**

**Department:** State of California

**Exam Type:** Servicewide, Open

**Final Filing Date:** Continuous

### **CLASSIFICATION DETAILS**

**Environmental Program Manager 1, (Supervisory)** – \$10,717- \$13,323 per month.

**Environmental Program Manager 1, (Managerial)** – \$11,851- \$13,458 per month.

View [the Environmental Program Manager 1, \(Supervisory\) & \(Managerial\) 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 16<sup>th</sup> Street  
Sacramento, CA 95814

Phone: (866) 844-8671

Email: [CalCareer@CalHR.CA.GOV](mailto: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,

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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

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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 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 and Abilities**

**Knowledge of:** Basic principles of land, water, fish, wildlife, and other natural resources research; principles of ecology; soil and irrigation sciences, resource management, hydrology, geology, and waste prevention; statistical methods; land-use practices with reference to their general effect on human health, natural resources, agricultural productivity, and the environment; effects of hazardous and non-hazardous waste material and their interactions on the environment; chemical reactions; California and Federal environmental laws, rules, regulations, and requirements; basic toxicology, hydrology, geology, and principles of risk assessment and risk management; concepts employed in a variety of disciplines including environmental planning, economics, and resource management; geolocation and geo-referencing software applications, resource conservation program impacts and implementation strategies; and recycling issues.

**Ability to:** Apply or modify scientific methods and principles; collect environmental data; analyze and evaluate data and reach sound conclusions; review, check, and interpret scientific and environmental reports; analyze situations and take appropriate actions; establish and maintain cooperative relations with all persons contacted; communicate effectively; prepare clear, complete, and technically accurate reports; apply laws, rules, regulations, policies, and requirements of California and Federal environmental protection and resource management programs; assess the impact of proposed State and Federal environmental legislation and regulations; understand principles of risk assessment and risk management; work with professionals from a variety of disciplines

within and outside of State government; and review and understand technical research reports on emerging public health and environmental issues.

**Knowledge of:** In addition to the above, broad knowledge of the legislative process; California and Federal environmental regulatory and resource management laws, regulations, plans, programs, and policies relating to their program area; resource management practices and techniques; and chemical substances and waste materials and their interactions with and effects on public health and the environment.

**Ability to:** In addition to the above, develop scientific methodologies, research projects, criteria, procedures, guidelines, reference materials, planning and regulatory documents, and other innovative solutions for critical and/or sensitive environmental management problems; independently plan environmental studies; provide research and evaluation of short-term and important projects concerning public health, agricultural productivity, and environmental protection; develop techniques for handling and analyzing a large variety of detailed data; communicate the results and implications of studies to non-specialists; act as an expert witness in court or at legislative or quasi-judicial hearings; provide leadership in accomplishing basic functions and objectives in assigned programs; and inspire confidence and effective working relationships with employees, managers, and leaders in government and industry.

**Knowledge of:** In addition to the above, techniques for dispute resolution, principles and techniques of personnel management and supervision; budgeting and other administrative functions; and a manager's/supervisor's role in the Affirmative Action and Equal Employment Opportunity Program and the processes available to meet affirmative action and equal employment opportunity objectives.

**Ability to:** In addition to the above, plan, organize, and direct the work of others; perceive the alternatives available in the solution of management problems and select realistic courses of action; and effectively contribute to the employer's affirmative action and equal employment opportunity objectives.

**Knowledge of:** In addition to all of the above, health and environment related priorities of legislative and administrative branches of California and Federal government; health and environmental solutions and initiatives being pursued by other states, local agencies, and the Federal government; and performance management strategies.

**Ability to:** In addition to all of the above, manage lead, or administer program resources; make decisions regarding program milestones; provide a forum for the resolution of conflicts or disputes among implementing agencies; ensure prompt and balanced media utilization; develop innovative solutions to difficult human health, agricultural productivity, and environmental management problems; and evaluate program performance and achievements.

## ELIGIBLE LIST INFORMATION

A servicewide, open eligible list for each classification: Environmental Program Manager I, (Supervisory) and Environmental Program Manager I, (Managerial) will be established for the 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.

Veteran's status is verified by the California Department of Human Resources (CalHR). Information on this program and the [Veterans' Preference Application](#) (Std.Form 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 of the Environmental Program Manager, I \(Supervisory & Managerial\) 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 Environmental Program Manager 1, \(Supervisory & Managerial\) examination](#)

## TESTING DEPARTMENTS

State of California (all State of California departments)

## CONTACT INFORMATION

California Department of Human Resources  
CalCareer Service Center  
1810 16<sup>th</sup> Street  
Sacramento, CA 95814  
Phone: (866) 844-8671  
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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 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.

## 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](#).

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 12<sup>th</sup> 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 from 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.