

**CLASS TITLE: CHIEF OF STRATEGIC PLANNING & POLICY
(DEM)**

**Class Code: 02513600
Pay Grade: 38A
EO: A**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To plan, supervise and review the work of professional, technical and clerical staff engaged in a statewide program designed to ensure and enhance the quality of the environment; and to do related work as required..

SUPERVISION RECEIVED: Works under the administrative direction of a superior with wide latitude for independent judgment; work is subject to review through conferences and written reports for conformance to policy and pertinent statutes and guidelines;

SUPERVISION EXERCISED: Plans, coordinates, supervises and reviews the work of subordinate professional, technical and clerical staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To plan, supervise and review the work of professional, technical and clerical staff engaged in a statewide program designed to ensure a sustainable environment which encourages and facilitates beneficial use of resources, pollution prevention, waste reduction, stewardship of natural resources and community based and watershed based environmental protection.

To oversee an integrated statewide system of environmental planning including such areas as solid waste, water management, nuclear waste disposal and energy development.

To coordinate the program by which a large variety of environmental permits are required for major projects; to ensure effective interaction between involved agencies.

To attend meetings and conferences involving federal, state and local officials, community groups, stakeholder groups and the public, as required, to represent the Director.

To develop and implement the Ocean State Cleanup and Recycling Program.

To provide input during the budgetary process in order to produce optimum utilization of funds.

To develop and implement a grant authorization process wherein towns, municipalities and private agencies receive funds in order to further the quality of the environment.

To serve on various boards, commissions and committees dealing with environmental issues.

To maintain an ongoing public information and education program oriented towards developing public awareness and respect to environmental issues.

To work closely with cooperation agencies, committees and interested groups in carrying out mandated activities.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and techniques required in order to develop and implement a statewide program designed to enhance and ensure the quality of the environment; a thorough knowledge of the various statutes, rules, regulations and guidelines dealing with environment issues; the ability to translate broad policy statements into definitive program activities; the ability to establish and maintain effective working relationships with federal, state, local, private and public agencies and organizations; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in civil or environmental engineering or a master's degree in natural resources or environmental planning; and

Experience: Such as may have been gained through: considerable employment in a highly responsible administrative position requiring the implementation of programs dealing with a variety of environmental concerns.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: September 27, 1998

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