

**CLASS TITLE: TECHNICAL STAFF ASSISTANT
(DEPARTMENT OF
ENVIRONMENTAL MANAGEMENT)**

**Class Code: 02757600
Pay Grade: 20A
EO: C**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To perform a variety of duties within the environmental field to assist and support a superior with various projects and/or assignments relating to regulatory technical work within the environmental field; to operate and maintain related equipment; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with latitude for the exercise of independent judgement; work is reviewed for accuracy and conformance to instructions.

SUPERVISION EXERCISED: May supervise the work of clerical and administrative staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To perform a variety of duties within the environmental field to assist and support a superior with various projects and/or assignments relating to regulatory technical work within the environmental field.

To develop educational and outreach materials regarding rules and regulations pertaining to the environmental field; to present these materials to various groups within the regulated community in seminar format.

To develop and maintain computerized database systems to track compliance with department requirements and analyze collected data.

To develop and implement a training program for a technical staff of engineers and scientists on computer operations in order to meet their individual needs.

To assist a technical staff of engineers and scientists in the development of notices of violations, consent agreements and other enforcement actions.

To develop applications to federal funding agencies and to assist department superiors in grant operations and administration.

To develop, in conjunction with a superior, a program plan and reporting system to meet federal and state requirements.

To apply Total Quality Management (TQM) techniques to environmental regulatory programs within the department and to assist superiors in the implementation of these initiatives.

To develop and implement short and long term program goals, and in conjunction with superiors, prepare budget recommendations, computer hardware/software recommendations, and day-to-day management recommendations to meet program goals.

To oversee day-to-day office operations, which include maintenance of computer operations and supervision of clerical staff.

To act as a liaison to the general public on environmental rules and regulations.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the various regulator programs within the environmental field, their governing state and federal laws and regulations, and the ability to apply such knowledge in the administration of the daily operations of such program; the ability to assist a superior, division chief, associate director and/or director in the daily functions of an environmental program; a working knowledge of federal grant applications, operations and

administration; the ability to supervise the work of clerical and administrative staff; the ability to interact with staff, representatives of the community and municipalities, state and federal officials, and the general public; the ability to keep records and prepare accurate and concise state and federal reports; a working knowledge of the development and maintenance of computerized database systems; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a Bachelor's Degree from an accredited college in a relevant field; and/or possession of a professional teaching certificate, with general concentration in the area of English or education; and

Experience: Such as may have been gained through: 1-5 years employment within the environmental field performing administrative and/or education outreach work.

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

Class Created: September 19, 1993

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