



# EXAM ANNOUNCEMENT

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to 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.

## ENVIRONMENTAL PROGRAM MANAGER I (MANAGERIAL) PROMOTIONAL - CONTINUOUS TESTING

### DEPARTMENTAL FOR STATE WATER RESOURCES CONTROL BOARD

All competitors who are successful in this examination will be eligible to be considered for a job opening with the State Water Resources Control Board (SWRCB) and the nine (9) Regional Water Quality Control Boards (RWQCB) (collectively the Water Boards).

#### HOW TO APPLY

Candidates who meet the minimum qualifications as stated below may apply for this examination. All applicants must meet the education and/or experience requirements as stated on this examination announcement. Meeting the minimum qualifications does not assure you a place on the eligibility list.

To apply for this examination, you must submit a **standard state application** <http://jobs.ca.gov/pdf/std678.pdf>  
Applications may be filed in person or by mail to:

STATE WATER RESOURCES CONTROL BOARD  
HUMAN RESOURCES – EXAM UNIT  
1001 I STREET, 18<sup>TH</sup> FLOOR  
SACRAMENTO, CA 95814

**Do not send applications to the California Department of Human Resources.**

#### TEST DATES

Testing is considered continuous as dates can be set at any time and eligible lists are merged.

**A candidate may be tested only once within a 12-month period.** Therefore, if you are unsuccessful in this examination, you must wait 12 months to re-compete. If a candidate submits a second examination prior to the expiration of the 12 months, it will not be accepted.

#### EXAMINATION INFORMATION

INTERVIEWS WILL NOT BE HELD. This examination will consist of a Training and Experience questionnaire weighted 100%. To obtain a position on the eligibility list, applicants must achieve a minimum rating of 70% on the training and experience examination. This examination is designed to elicit a range of specific information regarding each applicant's knowledge, abilities, and potential to effectively perform the duties of an Environmental Program Manager I (Managerial). Examination results will be mailed to your home address.

#### SALARY RANGE

\$10,181 - \$11,562

#### WHO SHOULD APPLY

1. Applicants must have a permanent civil service status with the State Water Resource Control Board as of the final filing date, in order to participate in this examination; or
  2. Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government Code 18990; or
  3. Must be a current or a former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code 18992; or
  4. Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code 18991.
- APPLICANTS MUST PROVIDE A COPY OF FORM DD 214, CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY.**

For applicants under items 2, 3, or 4, if promotional examinations are given by more than one department for the same classification, the applicant must select one department in which to compete.

#### REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

It is your responsibility to make sure you meet the education and/or experience requirements stated on this bulletin. Your signature on your application indicates you have read, understood and possess the basic qualifications required.

If you meet the entrance requirements for the class and the Environmental Program Manager I (Supervisory), you may file for both examinations on a single application.

**All applications/resumes must include: "to" and "from" dates (month/day/year); time base (full-time/part-time/number of hours per week/month); and civil service class titles where applicable.**

**MINIMUM QUALIFICATIONS**

Qualifying experience may be combined on a proportional basis if the requirements stated below include more than one pattern and are distinguished as "Either" I "or" II, "or" III, etc. For example candidates possessing qualifying experience amounting to 50% of the required time of pattern I, and additional experience amounting to 50% of the required time of pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements

**EDUCATION**

Possession of a bachelor's or advanced degree with a major in a biological, chemical, physical, or environmental science, 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.)

**EXPERIENCE****EITHER I**

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.

**ADDITIONAL DESIRABLE QUALIFICATIONS**

In appraising the relative qualifications of candidates, consideration will be given to the extent and type of pertinent experience and education over and above that required under Minimum Qualifications. Experience in management, research, planning, or consultation in environmental programs, demonstrated environmental management skills, and knowledge of broad principles of economics, social science, and political science will be given preference.

**THE POSITION**

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.

**KNOWLEDGE OF**

1. Basic principles of land, water, fish, wildlife, and other natural resources research.
2. Principles of ecology.
3. Soil and irrigation sciences, resource management, hydrology, geology, and waste prevention.
4. Statistical methods.
5. Land-use practices with reference to their general effect on human health, natural resources, agricultural productivity, and the environment.
6. Effects of hazardous and non-hazardous waste material and their interactions on the environment.
7. Chemical reactions.
8. California and Federal environmental laws, rules, regulations, and requirements.
9. Basic toxicology, hydrology, geology, and principles of risk assessment and risk management.
10. Concepts employed in a variety of disciplines including environmental planning, economics, and resource management.

11. Geolocation and geo-referencing software applications, resource conservation program impacts and implementation strategies.
12. Recycling issues.
13. Broad knowledge of the legislative process.
14. California and Federal environmental regulatory and resource management laws, regulations, plans, programs, and policies relating to their program area.
15. Resource management practices and techniques.
16. Chemical substances and waste materials and their interactions with and effects on public health and the environment.
17. Techniques for dispute resolution, principles and techniques of personnel management and supervision.
18. Budgeting and other administrative functions.
19. A manager's/supervisor's role in the Equal Employment Opportunity Program and the processes available to meet equal employment opportunity objectives.
20. Health and environment related priorities of legislative and administrative branches of California and Federal government.
21. Health and environmental solutions and initiatives being pursued by other states, local agencies, and the Federal government.
22. Performance management strategies.

**ABILITY TO**

1. Apply or modify scientific methods and principles.
2. Collect environmental data.
3. Analyze and evaluate data and reach sound conclusions.
4. Review, check, and interpret scientific and environmental reports.
5. Analyze situations and take appropriate actions.
6. Establish and maintain cooperative relations with all persons contacted.
7. Communicate effectively.
8. Prepare clear, complete, and technically accurate reports.
9. Apply laws, rules, regulations, policies, and requirements of California and Federal environmental protection and resource management programs.
10. Assess the impact of proposed State and Federal environmental legislation and regulations.
11. Understand principles of risk assessment and risk management.
12. Work with professionals from a variety of disciplines within and outside of State government.
13. Review and understand technical research reports on emerging public health and environmental issues.
14. 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.
15. Independently plan environmental studies.
16. Provide research and evaluation of short-term and important projects concerning public health, agricultural productivity, and environmental protection.
17. Develop techniques for handling and analyzing a large variety of detailed data.
18. Communicate the results and implications of studies to nonspecialists.
19. Act as an expert witness in court or at legislative or quasi-judicial hearings.
20. 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.
21. Inspire confidence and effective working relationships with employees, managers, and leaders in government and industry.
22. Plan, organize, and direct the work of others.
23. Perceive the alternatives available in the solution of management problems and select realistic courses of action.
24. Effectively contribute to the employer's equal employment opportunity objectives.
25. Manage lead, or administer program resources.
26. Make decisions regarding program milestones.
27. Provide a forum for the resolution of conflicts or disputes among implementing agencies.
28. Ensure prompt and balanced media utilization.
29. Develop innovative solutions to difficult human health, agricultural productivity, and environmental management problems.
30. Evaluate program performance and achievements.

**ELIGIBLE LIST**

Names of successful competitors are merged onto the list in order of final scores, regardless of date. Eligibility expires after 12 months.

**CAREER CREDITS**

Will not be granted in this examination.

**CONTACT INFORMATION**

State Water Resources Control Board, Exam Unit at (916) 341-5127 or [exams@waterboards.ca.gov](mailto:exams@waterboards.ca.gov).

**GENERAL INFORMATION**

**The State Water Resources Control Board** 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 law and rules and all competitors will be notified.

**If you meet the requirements** stated on this 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 will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their score.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the classification. 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, 6) open. When there are two lists of the same kind, the older must be used first.

**Promotional Examinations Only:** Competition is limited to employees who have a permanent civil service appointment with the State Water Resources Control Board or military veterans that meet all the minimum qualifications. Under certain circumstances other employees may be allowed to compete under provisions of Rule 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or [www.jobs.ca.gov](http://www.jobs.ca.gov).

**Applications:** Standard State Applications (std. 678) <http://jobs.ca.gov/Profile/StateApplication> or are available at the California Department of Human Resources located at 1810 16<sup>th</sup> Street, Sacramento CA 95811, local offices of the Employment Development Department and the testing department listed on the job bulletin.

**Contact Information:** You are responsible for keeping your contact information up to date. This can be done by connecting to <http://jobs.ca.gov/> and logging into your account.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.

California Relay Telephone Service for the Deaf or Hearing Impaired.

From TDD phones: 1-800-735-2929

From voice phones: 1-800-735-2922