



**CALIFORNIA DEPARTMENT OF PUBLIC HEALTH
ENVIRONMENTAL PROGRAM MANAGER I (SUPERVISOR)
ENVIRONMENTAL PROGRAM MANAGER II**

Final File Date: **SEPTEMBER 8, 2011**
Bulletin Release Date: **AUGUST 17, 2011**

PROMOTIONAL ONLY

BH825 -0756 OH1401-OH1402



California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, gender, marital status, disability, religious or political affiliation, age, or sexual orientation. It is an objective of the State of California to achieve a drug-free 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.

EXAMINATION TYPE	This is a promotional examination for the California Department of Public Health.
WHO SHOULD APPLY	Persons who have permanent civil service appointment with the California Department of Public Health and meet the minimum qualifications as stated on this bulletin as of the announced final filing date. Employees who have limited-term appointment in the department for which the examination is being given (provided they have had permanent appointment and no subsequent break in service) are allowed to participate in departmental promotional examination in the department <u>OR</u> must be: 1) a current or former legislative employee meeting the criteria defined in Government Code (GC), Section 18990; <u>OR</u> 2) an exempt employee meeting the criteria defined in GC, Section 18992; <u>OR</u> persons who are 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.
HOW TO APPLY	To learn more about the job and testing arrangements, contact the testing office shown below. Applications are available at http://www.spb.ca.gov/jobs/stateapp.htm . Applications may be filed in person or by mail with: <p align="center">CALIFORNIA DEPARTMENT OF PUBLIC HEALTH (916) 552-9212 SELECTION AND CERTIFICATION SECTION</p> <p>In Person: 1501 CAPITOL AVENUE, SUITE 71.1501 By Mail: MS 1700-1702 P.O. BOX 997378 SACRAMENTO, CA 95899-7378</p> <p><i>DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD</i></p>
CROSS FILING INFORMATION	If you meet the entrance requirements for both Environmental Program Manager I (Supervisory) and Environmental Program Manager II, you may file for both examinations on a single application. (Both examinations will be scheduled at the same time.) <u>You must indicate the class title(s) corresponding to each examination for which you are applying on the application Form STD. 678.</u>
FINAL FILING DATE	Applications (Form STD. 678) must be submitted by September 8, 2011 , the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after the filing deadline will not be accepted.
SPECIAL TESTING INFORMATION	If you have a disability that requires accommodation, mark the appropriate box on the application Form STD. 678. You will be contacted to make specific arrangements.
ORAL INTERVIEW DATE	It is anticipated that oral interviews will be scheduled during October, 2011, and in such locations throughout the state as the number of candidates and conditions warrant.
IDENTIFICATION REQUIREMENT	Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.
SALARY RANGE(S)	\$6,275 - \$8,830 per month.
EMPLOYEE BENEFITS	In addition to the salary above the California Department of Public Health offers benefits in the following areas: <ul style="list-style-type: none"> Health, Dental, and Vision Cash Benefit Programs Disability Insurance Work, Home, and Family Beneficiary and Survivor Benefits Awards

	<ul style="list-style-type: none">  Retirement and Separation Benefits  Flexible Schedules  Public Transit Reimbursement (limits apply) <p>A complete description of all benefits may be viewed at http://www.dpa.ca.gov/benefits/index.htm</p>
POSITION DESCRIPTIONS	<p>ENVIRONMENTAL PROGRAM MANAGER I (SUPERVISORY) This is the second supervisory level in the series. Incumbents direct and have charge of environmental programs or components which are of major sensitivity and complexity; carry authority and accountability for timely completion or 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; maintain liaison with other governmental agencies and the private sector; and do other related work. Incumbents may supervise a group of Staff Environmental Scientists and other professionals working on a major environmental, management, regulation, compliance, or research project. Incumbents have authority in the interest of management to 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.</p> <p>ENVIRONMENTAL PROGRAM MANAGER II This is the second managerial level of the series and organizationally, incumbents are in the top management structure. Incumbents plan, organize, and direct sensitive and complex environmental programs of major importance to the employer, and do other related work. Incumbents have significant responsibility for formulating and administering policies and programs. Incumbents typically supervise one or more Environmental Program Manager I or other second-level supervisors.</p> <p>Positions exist with the California Department of Public Health.</p>
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement by <u>September 8, 2011</u>, the final filing date. Your signature on your application indicates that you have <u>read</u>, <u>understood</u>, and <u>possess</u> the basic qualifications required.</p> <p>NOTE: Applications/resumes must include "to" and "from" dates (month/day/year), time base, civil service class title(s), and range (if applicable) for all work experience. College course information must include title, semester or quarter units, name of institution, completion dates, and degree (if applicable).</p> <p>Applications/resumes received without this information will be rejected.</p>
MINIMUM QUALIFICATIONS	<p>Qualifying experience may be combined on a proportionate basis if the following requirements include more than one pattern and are distinguished as either I, or II, or III, etc.</p> <p>ENVIRONMENTAL PROGRAM MANAGER I (SUPERVISORY)</p> <p>Education: Possession of a bachelor's or advanced degree with a major in a biology, chemical, physical, or environmental science, or a closely related scientific discipline. (Admission to a master's or doctoral degree program in a biological, chemical, physical, or environmental science, or a closely related scientific discipline shall be considered to meet these educational qualifications.) And</p> <p>Either I</p> <p>Two years of experience in the California state service performing the duties of a Staff or Senior Environmental Scientist.</p> <p>Or II</p> <p>Five years of broad, extensive, and increasingly responsible experience as a scientist in environmental analysis, management, research, planning, regulation, or investigation, 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 major environmental monitoring and</p>

	<p>surveillance or environmental management program; or in the direction of the work of a large multidiscipline environmental investigatory or regulatory staff at a level equivalent to a Staff or Senior Environmental Scientist in the California state service. Possession of a master's degree in a biological, chemical, physical, or environmental science, 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.</p> <p>ENVIRONMENTAL PROGRAM MANAGER II</p> <p>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, environmental science, or a closely related scientific discipline shall be considered to meet these education qualifications.) And</p> <p>Either I</p> <p>Two years of experience in the California state service performing the duties of an Environmental Program Manager I</p> <p>Or II</p> <p>Five years of broad, extensive, and increasingly responsible experience as a scientist in environmental analysis, management, research, planning, regulation, or investigation, 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 major environmental monitoring and surveillance or environmental management program; or in management of the work of a large multidiscipline environmental investigatory or regulatory staff at a level equivalent to an Environmental Program Manager I (Supervisory) or Environmental Program Manager I (Managerial) in the California state service. Possession of a master's degree in a biological, chemical, physical, environmental science, 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.</p>
GENERAL QUALIFICATIONS	<p>In addition to the scope defined on this announcement, candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, 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.</p>
EXAMINATION INFORMATION	<p>The examination will consist of a Qualification Appraisal Panel interview that is weighted 100%. The interview will include a number of predetermined job-related questions. Competitors who do not appear for the interview will be disqualified and eliminated from the examination process.</p> <p>The California Department of Public Health reserves the right to revise the examination plan to better meet the needs of the service if circumstances under which this examination was planned change. Such a revision will be in accordance with civil service law and rules and all competitors will be notified.</p>
INTERVIEW SCOPE	<p>In addition to evaluating the candidate's relative abilities as demonstrated by quality and breadth of experience, emphasis will be placed on measuring, relative to job demands, each competitor's:</p> <p>Knowledge of: Basic principles of land, water, fish, wildlife, and other natural resource research; principles of ecology; statistical methods; land use practices with reference to their general effect on human health, natural resources, and the environment; effects of waste material and their interaction on the environment; chemical reaction; State and Federal environmental rules, regulations, and requirements; principles and techniques of personnel management and supervision; budgeting and other administrative functions; a manager's/supervisor's role in the Equal Employment Opportunity objectives.</p> <p>Ability to: 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 relation and effective communications with local governments and all persons contacted; prepare clear, complete, and technically accurate reports; apply rules,</p>

	regulation, policies, and requirement of State and Federal environmental protection and resource management programs; plan organize, and direct the work of others; perceive the alternatives available in the solution of management problems and select realistic courses of action; effectively contribute to the department's Equal Employment Opportunity objectives.
ELIGIBLE LIST INFORMATION	<p>Possession of the entrance requirements does not assure a place on the eligible list. In order to obtain a place on the eligible list, a minimum rating of 70% must be attained. A departmental promotional list will be established for use by the department(s) listed on this announcement. The list will expire 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.</p> <p>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, and 6) open. When there are two lists of the same kind, the older must be used first.</p>
VETERANS PREFERENCE	Veterans preference credits are not granted in promotional examinations.
TELECOMMUNICATIONS DEVICE FOR THE DEAF	<p>The California Relay (Telephone) Service for the deaf or hearing impaired:</p> <p>MCI from TDD: 1-800-735-2929 MCI from voice telephone: 1-800-735-2922 Sprint from TDD: 1-888-877-5378 Sprint from voice telephone: 1-888-877-5379</p> <p>TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.</p>