

PROGRAM SPECIALIST (ENVIRONMENTAL SECURITY)

DISTNGUISHING FEATURES OF THE CLASS: Under the general supervision of the Director of Program Development II (Environmental Security), an incumbent of this position, located in the Department of Public Safety, participates in the implementation of County-wide environmental security measures and participates in the investigation and resolution of violations of established protocols. Responsibilities involve serving as a liaison between the department of Public Safety and other County Departments such as the Departments of Health, Transportation, Environmental Facilities and the Solid Waste Commission to coordinate inter-agency efforts, to assist in the implementation of measures relating to environmental security, to educate departments and municipal agencies in current protocols, and to monitor compliance with established policies and procedures. The incumbent of this position will also assist in the development of emergency plans by researching, compiling and evaluating information relating to existing plans and those of other agencies within the tri-state region, and maintaining contact with local, state and federal agencies also engaged in the implementation of environmental security measures to ensure the integration of established resources. Supervision is not a responsibility of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assists in the implementation of environmental security program measures by maintaining contact with county departments and municipal agencies to conduct outreach and to explain current and/or new security protocols;

Participates in the implementation of emergency plans relating to environmental security and protection (air, water, biological and chemical), by researching, compiling and presenting information relating to homeland security and environmental defense;

Assists in the development of counter-terrorism measures with regard to environmental security by performing research, preparing reports on findings, and by keeping abreast of trends in the field of counter-terrorism;

Maintains extensive program files to enable the evaluation of control procedures with regard to compliance, as well as to ensure reporting requirements are in place and adhered to;

Maintains an extensive record keeping system within the Advanced Law Enforcement Computer System (ALECS) to log all complaints and to detail ongoing and completed investigations;

Compiles specific program information to prepare a variety of reports for use in measuring established security controls;

Assists in developing procedures to investigate non-compliance to established environmental security protocols;

Prepares ad-hoc reports and performs special assignments at the request of the Director of Program Development;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Conduct field visits on a periodic basis to county facilities such as golf courses, sewage treatment plants, transfer stations, etc. to verify compliance with environmental security rules and regulations; follows up with applicable agencies to ensure that complete investigations have been initiated where violations have been noted;

Uses computer applications such as spreadsheets, word processing, calendar, email and database software in performing work assignments;

Attends special meetings and conferences as assigned;

Participates in the preparation of the annual report for the Environmental Security Unit for inclusion to the Department of Public Safety's comprehensive annual report;

May conduct environmental security checks of County owned facilities as directed by the Director of Program Development;

May assist in performing environmental investigations;

May assist in conducting interviews relating to environmental investigations, as required;

Performs other incidental tasks, as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of Federal laws, rules, regulations and administrative codes as they apply to environmental compliance and enforcement programs; good knowledge of local agencies providing emergency services; knowledge of administrative reporting and control procedures and techniques; knowledge of environmental investigation and inspection techniques and procedures; knowledge of the theory and practices of establishing and maintaining effective community relations; ability to respond appropriately to emergency situations; ability to prepare written reports; ability to communicate effectively both orally and in writing; ability to effectively use automated systems such as spreadsheets, word processing, calendar, email and database software; ability to communicate effectively, both orally and in writing; ability to speak, read, write, understand and communicate in English sufficiently to perform the essential duties of the position; integrity; tact; initiative; good judgment; discretion; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and five years of experience where the primary function of the position was the performance of environmental investigations.

SUBSTITUTION: Satisfactory completion of 30 credits* towards a Bachelor's Degree may be substituted on a year for year basis for up to four years of the above stated experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.