

STATE OF NEW YORK
 DIVISION OF MILITARY AND NAVAL AFFAIRS
 330 OLD NISKAYUNA ROAD
 LATHAM, NEW YORK 12110

VACANCY ANNOUNCEMENT #22-43

CLOSING DATE: CONTINUAL UNTIL FILLED.

This position is not in the Classified Service of New York State but is covered under New York State Military Law. If selected, current Civil Service employees will lose their seniority within the Classified Service, thereby exempting them from applying for promotional exams within Civil Service.

POSITIONS TO BE FILLED PENDING AVAILABILITY OF FUNDING.

Title:	Chief Environmental Branch
Locations:	<p>New York State Division of Military and Naval Affairs (DMNA):</p> <p>Latham Headquarters – Directorate of Facilities Management and Engineering - number of vacancies – 1</p>
Salary Grade:	Management/Confidential (MC) NS
Salary Range:	Anticipated Salary Range-\$85,000-\$92,000 annually.
Duties and Responsibilities:	<p>The Chief Environmental Branch serves as the head of the environmental unit within the Facilities Management and Engineering (MNFE) Directorate. They will be responsible for the overall operations of the unit, ensuring environmental compliance throughout the agency’s facilities and with all construction and rehabilitation projects. Such tasks include establishing compliant policies and procedures for use by agency departments/facilities, ensures review of environmental impact statements, manages the analysis of environmental data and is responsible for significant and complex environmental management problem solving.</p> <p>The position performs responsibilities in accordance with all current and amended, DMNA policies and procedures, federal and state statutes, and where applicable, the contract bargaining agreement and requirements of the National Guard Bureau (NGB), specifically the Master Cooperative Agreement (MCA) and supporting regulations. The position may report to state and/or federal supervisory personnel. This position is management/confidential and is not covered under labor contract provisions within the DMNA.</p> <p>Chief Environmental Branch duties and responsibilities include, but are not limited to:</p> <ul style="list-style-type: none"> • Conduct the review of environmental impact statements required by Federal agencies and prepare comments.

- Supervise or conduct review of environmental impact statements and guide project sponsors on preparation of environmental impact assessments.
- Responsible for regional environmental units involved in significant specific program areas of environmental concerns.
- Responsible for supervising subordinates and coordinating, assessing and performance of complex environmental analysis and the direction of environmental programs.
- Direct: the environmental programs of the Division of Military and Naval Affairs to insure compliance with Federal, State and local environmental regulations.
- Direct the review of applications air quality, water quality, tidal wetland, freshwater wetland and protection of water permits.
- Provide assistance to project: sponsors in implementing the State environmental quality review act.
- Represents the agency at environmental hearings conducted by other agencies.
- Conducts mandated environmental hearings.
- Will perform supervisory duties including but not limited to training, direct supervision, complete performance evaluations of subordinate staff, discipline, and ensure adherence to statutory and agency policies and procedures, etc.
- May require schedule modifications and additional hours to meet operational requirements. This position is not overtime eligible.
- Periodic travel will be required to other facilities using various modes of transportation; to attend training; or other requirements related to duties as needed.
- Perform other job duties as assigned.

Job Requirements:

- Effective verbal and written communication skills.
- Good knowledge of organizational principles.
- Knowledge of principles and practices of environmental analysis.
- Strong knowledge of the effects of environmental projects on human and natural resources and ecological relationships.
- Advanced knowledge of Federal, State and local environmental/legislation, rules and regulations.
- Ability to verbally communicate for the purpose of obtaining, imparting or exchanging information.
- Ability to interpret technical material including maps, plans, charts and graphs.
- Ability to prepare written material in clear, concise form.
- Ability to read and analyze technical environmental material and draw conclusions.
- Ability to supervise, direct and coordinate the work of others.
- Ability to get along with and interact well with different groups of people, including co-workers, management, both Federal and State personnel and the public utilizing the facility.
- Ability to read and write in English.
- Demonstrate reliability and trustworthiness.

- Proficiency with Microsoft Office Suite; specifically MS Word and Excel as well as use of electronic mail (E-mail) and the Internet.

Minimum Qualifications:

Masters Degree from a regionally accredited college or university plus five (5) years experience in the field of environmental impact analysis or a closely related field.

OR

Bachelor's Degree from a regionally accredited college plus six (6) years experience in the field of environmental impact analysis or a closely related field.

OR

Associates Degree from a regionally accredited college plus eight (8) years experience in the field of environmental impact analysis or a closely related field.

AND

At least two (2) years of the qualifying experience must have been at the management/executive level.*

Must be at least 18 years old and have a High School Diploma or GED. Must be able to read and write in English.

Must be familiar with and be able to independently use commonly utilized software programs such as Microsoft Word and Excel.

Must possess a valid driver's license to operate a motor vehicle in the State of New York. Must report any changes to supervisory chain and State Human Resources (MNHS).

May be required to acquire and maintain a military driver's license to operate military vehicles and equipment in accordance with NGB standards to include medical evaluation requirements – current and as amended.

Must be willing to travel to various locations within or outside of New York State. Various modes of travel may be utilized to include motor vehicle, plane, train or other available source.

Required to have or successfully complete within 90 days of receiving computer access, all training associated with assigned data systems such as SFS, GFEBS and the Statewide Learning Management System (SLMS) and/or other computer training as related to duty assignments. Should related regulations, procedures and requirements change, additional training and/or certifications may be required.

In accordance with NGB standards, will be required to obtain and maintain a favorable background investigation, and have an appropriate clearance to allow access to computer networks and restricted areas to determine

suitability, loyalty, and trustworthiness. Minimally a National Agency Check with Inquiry (NACI) will be completed - dependent on current regulation, a SECRET clearance may be required.

Upon hire must meet and maintain as necessary any and all New York State or Federal certification/license requirements. Should regulations or statutes require additional

recertification or training in the future, employee will be required to meet such additional training requirements.

*Other combinations of education and work experience, including military, may be considered with a minimum combined total of ten (10) years of full time experience with at least two (2) years of full time management/executive experience. Candidate must demonstrate direct relevance to meet the job duty requirements noted above.

At all times, the employee MUST maintain minimum standards in accordance with current , and as amended, agency, statutory and NGB requirements and directives; failure to do so will subject the individual to disciplinary action, including possible termination.

NOTE: Position standards illustrate the nature, extent and scope of duties and responsibilities of the position described. Standards cannot and do not include all of the work that might be appropriately performed by the incumbent. The minimum qualifications above are those which were required for appointment at the time the Position Standards were written. Please contact State Human Resources Management for any further information regarding the position requirements.

How to Apply:

To be considered for interview, submit a cover letter and resume. **In e-mail subject line and cover letter indicate the title, location, vacancy announcement number of the position for which you are applying.** Ensure to clearly note how you meet the minimum qualifications for the position. Please be certain to note your specific license or certification to meet requirements.

If you are a former public employee retired within New York State currently receiving benefits, indicate this and the name of the retirement system in your cover letter.

Cover letter and resume may be submitted via E-mail (preferred method), FAX, or Mail. ENSURE TO COPY E-MAIL ADDRESS EXACTLY.

E-mail to: ng.ny.nyarnng.mbx.mnhs-job-posting@army.mil

FAX to: (518) 786-4969

Questions: (518) 786-4830

Mail to:

New York State Division of Military and Naval Affairs

State Human Resources Management

330 Old Niskayuna Road

	<p>Latham, New York 12110-3514 Attn: Classifications</p> <p>POSITION WILL BE POSTED UNTIL FILLED.</p> <p>VAGUENESS AND OMISSIONS WILL NOT BE RESOLVED IN YOUR FAVOR.</p>
Subject of Interview:	<p>ALL CURRENT PERMANENT DMNA STATE EMPLOYEES WHO MEET THE MINIMUM QUALIFICATIONS WILL BE INTERVIEWED TO EVALUATE THEIR QUALIFICATIONS, TRAINING, EXPERIENCE, ABILITY TO MEET THE NEEDS OF THE DIVISION AND ABILITY TO PERFORM THE DUTIES AND REQUIREMENTS OF THE POSITION. THE REQUIREMENT TO PROVE QUALIFICATION SHALL REST WITH THE EMPLOYEE.</p> <p>ALL OTHER CANDIDATES WHO MEET THE MINIMUM QUALIFICATIONS WILL BE CONSIDERED FOR INTERVIEW TO EVALUATE THEIR QUALIFICATIONS, TRAINING AND EXPERIENCE IN RELATION TO THE DUTIES AND REQUIREMENTS OF THE POSITION.</p>
POSTED: JUNE 7, 2022	

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New York State is an Equal Opportunity/Affirmative Action Employer.