

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

## **VACANCY ANNOUNCEMENT #26-09**

**PREVIOUS APPLICANTS TO VACANCY #25-46A DO NOT NEED TO REAPPLY FOR CONSIDERATION**

**CLOSING DATE: CONTINUAL UNTIL FILLED**

**VACANCY ANNOUNCEMENTS CAN BE CLOSED 15 DAYS AFTER THE ORIGINAL POSTING DATE**

**REPOSTED: JANUARY 2, 2026**

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:	Senior Environmental Analyst - MNFE
Locations:	New York State Division of Military and Naval Affairs (DMNA): Latham Headquarters – Directorate of Facilities Management and Engineering
Salary Grade:	18
Salary Range:	Current Start Rate: \$70,543* Job Rate: \$85,138  (*All hires begin at “Start Rate” unless prior state experience affords eligibility for hiring step increase as determined by OSC.)
Duties and Responsibilities:	<p>Environmental Analysts manage project reviews and perform technical environmental analysis, research and field investigations to determine the environmental impact of projects such as energy generation and transmission facility siting; navigation channel dredging; residential, commercial, and industrial development; water supply and wastewater systems; transportation infrastructure improvements; and environmental enhancement projects.</p> <p>The Senior Environmental Analyst will report to the Chief, Environmental Branch or other designated supervisory chain of command as determined by Department Director. The position may report to state and/or federal supervisory personnel.</p> <p>The Senior Environmental Analyst completes assigned responsibilities in accordance with all standards of the Division, the National Guard Bureau (NGB) and the collective bargaining agreement between DMNA and the Civil Service Employees Association (CSEA) – current and as amended. Where applicable, the incumbent is also responsible for ensuring compliance with the Master Cooperative Agreement (MCA) between NGB and DMNA along with appropriate Appendices – current and as amended.</p>

The duties and responsibilities of this position include but are not limited to:

- Reviews project impacts and needs for proposals requiring permits under the Environmental Conservation Law.
- Ensures compliance with requirements of the Uniform Procedures Act (UPA) for review time frames, public participation and permit decisions.
- Ensures compliance with the State Environmental Quality Review Act (SEQRA); resolves project issues within the Department and all interested parties.
- Assists in the preparation or review of environmental impact documents per State Environmental Quality Review Act (SEQRA), National Environmental Policy Act (NEPA) and Army Regulations.
- Coordinates interagency environmental review with local governments, State and federal agencies and regional authorities.
- Evaluates and documents environmentally related activities having an effect upon public resources under state jurisdiction. These activities may involve state, local or private interests.
- Identifies permit requirements, environmental issues, overall application content and format for proposals requiring environmental permits and recommends action on permit issuance and drafts permit conditions.
- Conducts field studies, analysis and inventories of physical, biological, natural and manmade resources under state jurisdiction.
- Reviews and coordinates with state and local historical preservation offices any projects or activities which may have an impact on cultural resources.
- Assists in developing rules, regulations and procedures for the implementation of environmental laws as pertains to natural/cultural resources.
- Reviews and inputs data into the Geographical Information System (GIS) database.
- Utilizes various computer software to manage, track and schedule project review activities; monitor data quality and produces reports.
- Represents the Division on committees, task forces, working groups and at meetings.
- May perform the full range of supervisory duties such as developing, training and evaluating staff.
- Other duties as assigned.

**JOB REQUIREMENTS:**

- Working knowledge of principles and practices of environmental analysis.
- Working knowledge of the effects of environmental projects on human and natural resources and ecological relationships.
- Working knowledge of federal, state and local environmental legislation, rules and regulations.
- Ability to interpret maps, plans, charts and graphs.
- Ability to read and analyze technical material and draw conclusions.
- Ability to input and modify data to GIS.
- Must be proficient in Microsoft Office Suite, specifically MSWord and Excel.
- Must have strong organizational skills.

	<ul style="list-style-type: none"> <li>• Ability to perform tasks with minimal supervision.</li> <li>• Experience in multi-tasking and prioritizing multiple deadlines.</li> <li>• Strong written and verbal communication skills.</li> <li>• Ability to prepare written material in a clear and concise form.</li> <li>• Travel may be required.</li> <li>• Complete and attend training as required.</li> <li>• Other job duties as assigned</li> </ul>
Minimum Qualifications:	<p>Bachelor's degree in civil, environmental or geological engineering; environmental planning; environmental studies; environmental, natural or physical science; land use planning; archeology; geography; or landscape architecture.</p> <p style="text-align: center;"><b>AND</b></p> <p>Two (2) years of experience preparing or reviewing environmental impact statements; providing expert testimony on environmental impact at public hearings; providing consultation on environmental impact laws, rules, and regulations; or conducting office evaluations and field investigations related to multi-disciplinary environmental regulatory programs such as water quality, wetlands, air quality, solid and hazardous waste management, and mining.**</p> <p style="text-align: center;"><b>OR</b></p> <p>Bachelor's degree in civil, environmental or geological engineering; environmental planning; environmental studies; environmental, natural or physical science; land use planning; archeology; geography; or landscape architecture; and four (4) years of environmental related work experience. **</p> <p style="text-align: center;"><b>AND</b></p> <p>Must be able to read and write in English.</p> <p>Candidates must have broad experience in environmental impact analysis and multi-discipline and a good understanding of EPA, OSHA and New York State regulations.</p> <p>Must be proficient in, and able to independently use Microsoft Office software – minimally MS Word and Excel. Ability to use PowerPoint and Access preferred. *</p> <p>Must have and maintain a valid driver's license to operate a motor vehicle in the State of New York. May be required to utilize vehicles for site visits and other travel. Must report any changes in driver's license status to supervisory chain of command and State Human Resources.</p> <p>Incumbent may be required to acquire and maintain a military driver's license to operate military vehicles and equipment in accordance with National Guard Bureau (NGB) standards to include medical evaluation requirements – current and as amended.</p>

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 – especially at Air Bases when flight line access requires SECRET.

Required to have or successfully complete within 90 days of receiving computer access, all training associated with assigned data systems such as the GIS, Statewide Financial System (SFS) and Statewide Learning Management System (SLMS) and/or other computer training as related to duty assignments. \*\*

\* Should related systems, regulations, procedures and requirements change, additional training and/or certifications may be required.

\*\* Other combinations of education and work experience, including military, may be considered, however, candidate must demonstrate direct relevance and comparable combined years of experience/education to the job duties and abilities 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 nature, extent and scope of duties and responsibilities of the position described. Standards cannot and do not include all 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 an interview, please submit your cover letter and resume to one of the following:

**BY E-MAIL (PREFERRED METHOD):**

Send to: [ng.ny.nyarnq.mbx.mnhs-job-posting@army.mil](mailto:ng.ny.nyarnq.mbx.mnhs-job-posting@army.mil)

Subject line to say: Job Title and Location

**BY MAIL:**

New York State Division of Military and Naval Affairs  
State Human Resources Management  
330 Old Niskayuna Road  
Latham, New York 12110-3514  
Attn: Classifications

**BY FAX:**

(518) 786-6085

Fax Cover sheet to say: Job Title and Location

	<p>In your submission, please be sure to indicate <b><u>what position and location you are applying to</u></b>. Ensure to <b><u>CLEARLY note how you meet the minimum qualifications</u></b> for the position. Be sure to include any specific licenses and/or certification in a skilled trade.</p> <p><b><u>Vagueness and omissions will not be resolved in your favor.</u></b></p> <p>For questions, please reach out to State Human Resources at (518) 786-4830</p> <p><b>This vacancy announcement will be posted until filled.</b>  <b>Vacancy announcements can be closed 15 days after the original posting date listed below.</b></p>
Subject of Interview:	<p>ALL CURRENT DMNA STATE EMPLOYEES WHO MEET THE MINIMUM QUALIFICATIONS ARE ENCOURAGED TO APPLY. INTERVIEWEES WILL BE EVALUATED BASED ON THEIR QUALIFICATIONS, EXPERIENCE, ABILITY TO MEET THE NEEDS OF THE DIVISION AND ABILITY TO PERFORM THE DUTIES AND REQUIREMENTS OF THE POSITION.</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>
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