

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Environmental Chemist Sup 3		Class Code: 006IC3
	FLSA Status: Exempt	Salary Schedule: RDS	Effective Date: 10-17-14
	Summary: The incumbent functions as a technical and administrative supervisor where environmental responsibilities include coordination of work activities, detailing specific job assignments to staff members and evaluating completed staff work.		

Duties:

- Establishes short and long range section goals based on branch guidelines and modifies short-range goals as necessary;
- Ensures work schedules are properly coordinated and executed;
- Coordinates staff resources by monitoring staff workload and assigning and prioritizing projects to meet office and program objectives and goals;
- Ensures staff ability to meet program goals through evaluation of personnel and budgetary needs and provides justification;
- Provides written and verbal instructions to staff concerning technical and administrative matters;
- Provides recommendations for the establishment of quality standards and discusses these standards with subordinate staff;
- Evaluates completed staff work for accuracy and compliance with established goals, objectives and/or procedures;
- Provides training to ensure staff is familiar with environmental laws and regulations, internal policies and procedures, guidance and standards;
- Conducts interviews, evaluates applicants and staff for promotions, increases, hiring and terminations;
- Oversees special research projects or grant studies;
- Oversees chemistry technical support for multiple and diverse environmental programs;
- Performs related duties as required.

Job Requirements:

- Knowledge and skill acquired through a BA/BS degree in chemistry plus related work experience;
- Broad knowledge of the theories, principles and practices of analytical, organic and inorganic chemistry as well as other environmental sciences;
- Thorough knowledge of the federal and state laws, rules, regulations and policy guidelines as they specifically relate to chemistry requirements;
- Knowledge of environmental quality assurance/quality control (QA/QC) for field and laboratory procedures;
- Extensive knowledge of the organization, function, programs and goals of the branch and office;
- Thorough knowledge of agency and state administrative and personnel policies, procedures and laws;
- Ability to supervise professional staff;
- Ability to support multiple, diverse program goals and objectives and to plan and coordinate varied and changing operations to achieve these objectives;
- Ability to establish good working relationships with representatives of industry, federal, state and local government and public and private agencies as well as other office staff;
- Effectively communicate, both orally and in writing.

Difficulty of Work:

Work involves the consideration of numerous complex variables to support office and program goals and objectives. Incumbent is required to exercise sound technical judgment in the evaluation and coordination of activities for the attainment of section goals and available resources to meet the various program demands.

Responsibility:

Incumbent plans section goals and objectives based on guidelines from supervisors and is accountable for quality of work performed within the section. Incumbent has ultimate authority in the section and makes major contributions to the success of chemistry objectives by developing the methods and procedures for meeting sections goals. Incumbent ensures section support of office goals and objectives. Decisions made could have significant long-range impact on human health and the environment.

Personal Work Relationships:

Incumbent regularly interacts with agency staff and personnel of other agencies (Environmental Protection Agency) to coordinate efforts and technical assistance. Incumbent occasionally interacts with public officials, industry officials, environmental consultants and the public to provide educational outreach and technical assistance in interpreting the applicability of environmental regulations and guidance.

Work Environment:

Incumbent performs majority of duties in office setting and in the field. The incumbent is required to use advanced safety equipment on some sites. Such equipment and safety gear may cause heat exhaustion and heat stress during the performance of normal field activities. There is always the potential of unknowingly being exposed to possible carcinogenic or mutagenic materials which may pose immediate or future health risks to incumbent.