



Memorandum

To: Kate Sheehan
Director

From: Keith Murry 
Class Studies Supervisor

Date: May 15, 2020

Subject: Environmental Impact Analysis Manager Study

Study Summarization and Results:

At the request of the Department of Transportation and Public Facilities we conducted a classification study of the Environmental Impact Analysis Manager series. We expanded the scope to include the top level of the Environmental Impact Analysts (EIA) series to ensure newly delegated authority was properly evaluated. We included the rest of the EIA series to convert their minimum qualifications to the competency-based format.

The impetus for the study was a Memorandum Of Understanding between DOTPF and the Federal Highway Administration (FHA) delegating the federal NEPA approval authority for Environmental Assessments (EAs) and Environmental Impact Statements (EISs) to DOTPF and detailing requirements for exercising and retaining the authority. While assuming this authority DOTPF further delegated the authority for approving some Categorical Exclusions, which FHA had previously delegated, to the regional NEPA managers, who further delegated it to EIA IIIs. The regional NEPA managers asserted this delegation of approval authority, along with their supervisory responsibility, made their positions equivalent to the Statewide NEPA manager and their positions should be allocated to the EIA Mgr II class. That class was written with a single-position restriction that prevented reallocation of the regional manager positions.

Job analysis and comparison found the regional NEPA managers and the Statewide NEPA manager failed the tests of similarity for grouping into the same job class. The tests revealed the regional NEPA managers were feasibly grouped into the same job class as the technical specialists reporting to the Statewide NEPA manager and that this group was appropriately separated from the senior professional positions under the regional managers.

Since applying the tests of similarity supported retaining the existing class structure no changes have been made.

Job analysis of the EIA III revealed no modifications to the class specification were needed to reflect the exercise of delegated authority as it was not class-defining.

We conducted a job evaluation of the EIA III and EIA Managers I and II to determine if their delegated authority altered the class characteristics enough to change their grade alignment within the Job Family. The evaluation revealed the newly delegated authority had altered some of the classification factors (primarily the consequence of error); however, the changes did not support altering the grades assigned the classes. Rather the changes strengthened the justification for keeping the classes at their current grades.

Based on the results of the job analysis and job evaluation the EIA Mgr I and II class specifications have been updated. The two manager levels have been revised to simplify the definitions and distinguishing characteristics; reflect the delegated authority in the examples of duties; bring the knowledge, skills, and abilities into the current standard format; and convert the minimum qualifications to the competency-based format. The EIA series specifications have been revised to convert to the competency-based minimum qualifications format. The revised specifications are effective May 16, 2020.

Correspondence on the processing of Position Descriptions submitted for this study is being distributed through the OPD system.

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