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| **STATE OF SOUTH DAKOTA**  **Career Banding Questionnaire**  Environmental Scientist | | |
| **EMPLOYEE SECTION** | | |
| 1. **Personal Data** | | |
| *Name:* | *Position Number:* | *OR Employee Number:* |
|  |  |  |
| *Class Title:* | *Working Title:* | |
|  |  | |
| *Department:* | *Division/Program:* | |
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| 1. **Purpose**   The purpose of a job is the primary reason why the job exists. | | |
| *What is the purpose of your position?* | | |
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| 1. **Accountabilities**   Accountabilities are the major areas of responsibility in your job. | | |
| 1. Group your job tasks into the following Accountabilities and complete an accountability section (beginning on the next page) for each area that you perform:  * **Data Collection & Analysis** * **Field Investigations & Inspections** * **Technical Reports** * **Project/Contract Implementation & Coordination** * **Compliance Applications/Surveys** * **Permits** * **Technical Assistance (Advice & Guidance)** * **Formal/Informal Supervision & Work Direction**  1. If you do not perform any tasks under a listed accountability, ignore that accountability entirely. 2. If you perform additional tasks that do not fit under any of the listed accountabilities, add your own accountability (under the *Other Accountability* section) and specify the tasks you perform. 3. If you need to add more accountability sections than what is provided, please follow these steps:  |  | | --- | | **Microsoft Word 2010** | | 1. Unprotect the document (*Developer → Restrict Editing*). 2. Choose *Stop Protection*. 3. Copy a current *Other Accountability* section and paste it on an additional page. 4. Protect the document (*Developer* *→ Restrict Editing*, choose *Yes, Start Enforcing Protection,* choose *OK*.). | | | |

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| 1. **Accountability: DATA COLLECTION & ANALYSIS** | **% of time:** |
| * *[Summarize what you are responsible for related to this Accountability]* |  |
| *Specific tasks within area of accountability:* | |
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| *Problems or challenges:* | |
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| *Decisions you make:* | |
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| *Decisions you refer to your supervisor:* | |
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| *Explain the most complex aspect of this accountability:* | |
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| *List external parties you deal with (on a frequent basis) related to this accountability and the nature of the relationships (e.g., negotiate contracts):* | |
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| *Describe the frequency and nature of interface you have with the public related to this accountability:* | |
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| 1. **Accountability: FIELD INVESTIGATIONS & INSPECTIONS** | **% of time:** |
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| *Specific tasks within area of accountability:* | |
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| *Problems or challenges:* | |
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| *Decisions you make:* | |
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| *Decisions you refer to your supervisor:* | |
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| *Explain the most complex aspect of this accountability:* | |
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| *Describe your role in conducting field investigations and/or inspections (e.g., conducts, plans, oversees, designs, directs) and the complexity and size of those investigations and/or inspections:* | |
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| *List external parties you deal with (on a frequent basis) related to this accountability and the nature of the relationships (e.g., negotiate contracts):* | |
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| *Describe the frequency and nature of interface you have with the public related to this accountability:* | |
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| 1. **Accountability: TECHNICAL REPORTS** | **% of time:** |
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| *Specific tasks within area of accountability:* | |
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| *Problems or challenges:* | |
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| *Decisions you make:* | |
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| *Decisions you refer to your supervisor:* | |
|  | |
| *Explain the most complex aspect of this accountability:* | |
|  | |
| *List external parties you deal with (on a frequent basis) related to this accountability and the nature of the relationships (e.g., negotiate contracts):* | |
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| *Describe the frequency and nature of interface you have with the public related to this accountability:* | |
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| 1. **Accountability: PROJECT/CONTRACT IMPLEMENTATION & COORDINATION** | **% of time:** |
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| *Specific tasks within area of accountability:* | |
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| *Problems or challenges:* | |
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| *Decisions you make:* | |
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| *Decisions you refer to your supervisor:* | |
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| *Explain the most complex aspect of this accountability:* | |
|  | |
| *List external parties you deal with (on a frequent basis) related to this accountability and the nature of the relationships (e.g., negotiate contracts):* | |
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| *Describe the frequency and nature of interface you have with the public related to this accountability:* | |
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| 1. **Accountability: COMPLIANCE APPLICATIONS/SURVEYS** | **% of time:** |
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| *Specific tasks within area of accountability:* | |
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| *Problems or challenges:* | |
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| *Decisions you make:* | |
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| *Decisions you refer to your supervisor:* | |
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| *Explain the most complex aspect of this accountability:* | |
|  | |
| *List external parties you deal with (on a frequent basis) related to this accountability and the nature of the relationships (e.g., negotiate contracts):* | |
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| *Describe the frequency and nature of interface you have with the public related to this accountability:* | |
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| 1. **Accountability: PERMITS** | **% of time:** |
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| *Specific tasks within area of accountability:* | |
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| *Problems or challenges:* | |
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| *Decisions you make:* | |
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| *Decisions you refer to your supervisor:* | |
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| *Explain the most complex aspect of this accountability:* | |
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| *Describe your role in the permit process (e.g., writes, issues, processes) and the complexity and size of permits that you are involved in:* | |
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| *List external parties you deal with (on a frequent basis) related to this accountability and the nature of the relationships (e.g., negotiate contracts):* | |
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| *Describe the frequency and nature of interface you have with the public related to this accountability:* | |
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| 1. **Accountability: TECHNICAL ASSISTANCE (ADVICE & GUIDANCE)** | **% of time:** |
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| *Specific tasks within area of accountability:* | |
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| *Problems or challenges:* | |
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| *Decisions you make:* | |
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| *Decisions you refer to your supervisor:* | |
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| *Explain the most complex aspect of this accountability:* | |
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| *If you are specialized or considered the technical expert in a specific area or areas of environmental or physical science, describe those area(s) and the complexity of the area(s):* | |
|  | |
| *List external parties you deal with (on a frequent basis) related to this accountability and the nature of the relationships (e.g., negotiate contracts):* | |
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| *Describe the frequency and nature of interface you have with the public related to this accountability:* | |
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| 1. **Accountability: FORMAL/INFORMAL SUPERVISION & WORK DIRECTION** | **% of time:** |
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| *Specific tasks within area of accountability:* | |
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| *Problems or challenges:* | |
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| *Decisions you make:* | |
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| *Decisions you refer to your supervisor:* | |
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| *Explain the most complex aspect of this accountability:* | |
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| *If you formally supervise others (i.e., have responsibility for selection, performance appraisal, and disciplinary action), list their names and titles:* | |
|  | |
| *If you direct the work (e.g., train, assign or review work) of employees but do not formally supervise them, list their names, titles, and describe the type of work direction you provide:* | |
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| *List external parties you deal with (on a frequent basis) related to this accountability and the nature of the relationships (e.g., negotiate contracts):* | |
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| *Describe the frequency and nature of interface you have with the public related to this accountability:* | |
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| 1. **OTHER Accountability:** | **% of time:** |
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| *Specific tasks within area of accountability:* | |
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| *Problems or challenges:* | |
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| *Decisions you make:* | |
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| *Decisions you refer to your supervisor:* | |
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| *Explain the most complex aspect of this accountability:* | |
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| *List external parties you deal with (on a frequent basis) related to this accountability and the nature of the relationships (e.g., negotiate contracts):* | |
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| *Describe the frequency and nature of interface you have with the public related to this accountability:* | |
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| 1. **Knowledge Requirements for the Position** | |
| *What knowledge, skills, education (including professional licenses or certificates), and experience are required at entry for this position?* | |
| *Knowledge:* | |
| *Skills:* | |
| *Education (Licenses or certificates):* | |
| *Experience:* | |
| *What knowledge, skills, education (including professional licenses or certificates), and experience are required of a fully trained and competent employee in this position?* | |
| *Knowledge:* | |
| *Skills:* | |
| *Education (Licenses or certificates):* | |
| *Experience:* | |
| *Describe any State of SD systems or specific business practices knowledge required to perform this position, and the level of knowledge required.* | |
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| 1. **Your Education & Experience** | |
| *Describe your education (list all post-secondary education; if degree obtained list major; if no degree, list major or coursework, and number of years or semester hours).* | |
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| *List any professional licenses or certificates you hold.* | |
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| *List all of the environmental and physical science-related jobs you have held (list title, employer, brief summary of duties, and number of years job was held).* | |
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| *Describe areas of knowledge or skill you have that contribute to successful job performance.* | |
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| *Describe any State of SD systems or business practices knowledge you have that contribute to successful job performance.* | |
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| *List any training you have received that contributes to successful job performance.* | |
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| 1. **Changes** | |
| *If applicable, describe how your job has changed over the past two years.* | |
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| *If applicable, describe any changes you anticipate will occur in your job in the next two years.* | |
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| 1. **Comments** | |
| *Describe any comments you feel may be relevant in describing your current position.* | |
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| **Employee Signature:** | **Date:** |