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| **STATE OF SOUTH DAKOTA**  **Career Banding Questionnaire**  Environmental Scientist | |
| **SUPERVISOR SECTION** | |
| *Employee Name:* | *Supervisor Name* |
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| 1. **Comments** | |
| *Comment on the accuracy of the information provided by the employee throughout the CBQ.* | |
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| 1. **Scope & Complexity of Position** | |
| *What are the most important aspects of this position?* | |
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| *What are the most complex aspects of this position?* | |
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| *If this employee is specialized or considered the technical expert in a specific area(s) of environmental or physical science, describe those area(s) and the complexity of the area(s).* | |
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| 1. **Career Path** | |
| *What previous experiences are needed for employees filling this position?* | |
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| *What is the next position that people in this job typically move to?* | |
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| *What positions are perceived to be similar in scope and complexity to this position?* | |
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| 1. **Qualifications** |
| *What knowledge, skills, education (including professional licenses or certificates), and experience are required at entry for this position?* |
| *Knowledge:* |
| *Skills:* |
| *Education:* |
| *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:* |
| *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. **Does this employee (check all that apply):** | | |
|  | Perform assignments of specific tasks that are limited in scope, depth, and degree of skill required (e.g., environmental samples, field investigations, routine summaries/reports, routine processing of compliance applications, equipment maintenance/calibration). | |
|  | Seek guidance and advice from more experienced colleagues and are focused on gaining the knowledge and experience to perform more independently and participate in work of higher complexity. | |
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|  | Perform assignments that require analysis, judgment, interpretation of data, laws and rules, and identification of problem sources and possible remedial actions. | |
|  | Coordinate and conduct field assessments of environmental issues and implement projects where analyses of situations or information require a review of a variety of factors. | |
|  | Independently perform moderately complex tasks, but seek advice and guidance of more senior level colleagues on complex issues or situations. | |
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|  | Perform advanced or specialized environmental and physical science work requiring considerable independence in the exercise of judgment in determining approaches and in interpretation of policies. | |
|  | Serve as a technical lead for a specific environmental activity (generally of statewide impact; affects a specific environmental sector or media; has unique processes and procedures; and may have unique authorizing legislation or regulations) or for multiple projects involving diverse and complex factor and require extensive interdisciplinary coordination among other environmental areas within and outside the department. | |
|  | Independently perform complex field investigations, but seek advice and guidance of senior colleagues or management on unusual problems or matters affecting general policy. | |
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|  | Provide technical leadership and have deep technical knowledge of an environmental and/or physical science area or has thorough knowledge of multiple areas. | |
|  | Regarded as an expert in their areas and perform complex assignments often requiring the development of unique solutions to environmental problems due to the variables involved. | |
|  | Coordinate and conduct broad field assessments of environmental issues and/or serve as the technical lead for multiple activities. | |
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|  | Manage work responsibilities and lead teams comprised primarily of professional staff within the environmental and physical science and/or environmental engineering areas. | |
|  | Provide day-to-day supervision over a team that carries out one or more activities (i.e., small to moderately sized programs) or projects. | |
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|  | Direct and administer a comprehensive environmental program comprised of technical teams and technical experts within the environmental and physical sciences and/or environmental engineering areas. | |
|  | Provide both functional and administrative responsibility for the execution and success of multiple program activities where coordination across all teams is required. | |
| **Supervisor Signature:** | | **Date:** |