

STATE OF WYOMING
invites applications for the position of:



ENNR10-2021-01445-Natural Resources Program Principal- Cheyenne

SALARY:	\$4,839.86 - \$6,236.95 Monthly
LOCATION:	Cheyenne
OPENING DATE:	08/24/21
CLOSING DATE:	Continuous
DESCRIPTION AND FUNCTIONS:	



Open Until Filled

GENERAL DESCRIPTION:

This is a senior-level position in the Planning Section within the Air Quality Resource Management Program for the Air Quality Division (AQD). This position is primarily responsible for the IMPACT data management system's enhancement, development, maintenance, implementation, and customer support. The incumbent will also be a member of the meteorological forecasting team to predict wintertime ozone formation conditions in the Upper Green River Basin and predict wildfire smoke impacts throughout Wyoming.

Human Resource Contact: cristina.donovan@wyo.gov 307-777-7939

ESSENTIAL FUNCTIONS: The listed functions are illustrative only and are not intended to describe every function which may be performed at the job level.

- Serves as part of the project team for the enhancement, development, and maintenance of the IMPACT data management system, including assisting with requirements gathering, review of information and deliverables, tracking development features, and providing assistance to address air quality data management needs and integration with department-wide information technology and paperless initiatives.

- Serves as part of the project team to implement the IMPACT data management system, including assessing process and operational issues, developing procedures and guidance, and addressing air quality data management needs.
- Provides customer support for internal and external users in person and via phone calls and e-mails to answer technical questions to ensure receipt and management of high-quality regulatory data. Enhance industry adoption through training to establish accounts and submit air quality applications, reports, information, inventories, and electronically.
- Participates in the AQD's meteorological forecasting team assembled to predict when wintertime elevated ozone may form in the Upper Green River Basin (UGRB).
- Participates in the AQD's meteorological forecasting team assembled to predict when wildfire smoke will impact the State of Wyoming.
- Assist with evaluating and improving techniques incorporating the most up-to-date and appropriate data to forecast favorable elevated ozone formation and wildfire smoke conditions.
- Develop VBA SQL queries to extract and compile information from the IMPACT data management system.
- Assist with public record requests, including but not limited to assisting with archiving files, locating responsive records, and reviewing legacy data.
- Makes independent judgment of complex technical data, including emission units, process, and control information related to state-regulated facilities.
- Confers with private industry and consultants in resolving air quality information management issues at the mid to senior management level.
- Coordinate with and assist EPA, other states, and regional organizations regarding Wyoming's air resource and the division-wide information management strategy.
- Prepares information, documents, and outreach material relating to Wyoming's air resource and air quality information management.
- Requires the ability to conduct and evaluate highly technical and complex work with little or no supervision, draw conclusions, and make recommendations based on results.
- Explains complex technical issues to a variety of audiences using verbal and written communication.
- Represents Division in meetings with various State, Federal, public and private entities.
- Makes public presentations to various interest groups relating to Wyoming's air resource and air quality information management.
- Participates with ambient monitoring and modeling staff and contractors as needed on scientific studies.
- Manage multiple complex projects.
- Serve as a backup to other staff within the Planning Section.

QUALIFICATIONS:

PREFERENCES/ AGENCY REQUIREMENTS:**

Preference will be given to applicants with a Bachelor's degree or higher in meteorology, atmospheric science, or other closely related fields of environmental or natural science plus 1-2 years of progressive work experience in the same.

**Must have a valid driver's license.

KNOWLEDGE:

- Knowledge of meteorological forecasting principles in mountainous terrain.
- Knowledge of state-regulated industries and the associated air emission units, processes, controls, and release point facility model.

- Strong computer application and program skills in word processing, spreadsheets, databases, presentations, and web browsers.
- Ability to apply reasoned engineering/scientific judgment to evaluate data associated with regulated facilities and scientific studies.
- Knowledge of electronic information management, including enterprise software systems, electronic information and data management, data transfer, and web applications. Knowledge of relational databases and VBA SQL is preferred.
- Knowledge of and ability to read, research, interpret, and apply Federal and State environmental laws, rules, regulations, and State policies and procedures.
- Knowledge of principles of project management.
- Strong written, spoken, and electronic communication skills with proficiency in explaining moderately complex technical and/or regulatory issues and concerns to a varied audience.
- Ability to work as a member of a team of professionals and balance disparate goals/priorities.
- Detail-oriented; ability to discern, track and organize pertinent information while working simultaneously on multiple projects with various deadlines and objectives.
- Skill in interpersonal relations with industrial personnel, the general public, and internal staff.

MINIMUM QUALIFICATIONS:

Education:

Bachelor's Degree (typically in The Sciences)

Experience:

1-2 years of progressive work experience (typically in The Sciences) with acquired knowledge at the level of a(n) Natural Resources Analyst

OR

Education & Experience Substitution:

4-6 years of progressive work experience (typically in The Sciences) with acquired knowledge at the level of a(n) Natural Resources Analyst

Certificates, Licenses, Registrations:

None

NECESSARY SPECIAL REQUIREMENTS:

PHYSICAL WORKING CONDITIONS:

- Some travel is required.

NOTES:

- FLSA: Exempt

SUPPLEMENTAL INFORMATION:

020-Department of Environmental Quality - Air Quality Division

Click [here](#) to view the State of Wyoming Classification and Pay Structure.

URL: <http://agency.governmentjobs.com/wyoming/default.cfm>

The State of Wyoming is an Equal Opportunity Employer and actively supports the ADA and reasonably accommodates qualified applicants with disabilities.

Class Specifications are subject to change, please refer to the A & I HRD Website to ensure that you have the most recent version.

A complete listing of the State of Wyoming Classification and Pay Structure can be viewed at <http://agency.governmentjobs.com/wyoming/default.cfm>.

See Human Resource Contact Information in the General Description Section Statewide, WY 82002

Fax: (307) 777-6562

Class Code #ENNR10
Job # 2021-01445
ENNR10-2021-01445-NATURAL RESOURCES PROGRAM
PRINCIPAL-CHEYENNE
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The State of Wyoming is an Equal Opportunity Employer and actively supports the ADA and reasonably accommodates qualified applicants with disabilities. No notice of eligibility will be sent to applicants who meet the minimum qualifications.

ENNR10-2021-01445-Natural Resources Program Principal-Cheyenne Supplemental Questionnaire

- * 1. (AA) Which of the following best describes your highest completed level of education to date or within the next three (3) months? (Transcripts may be required.)
 - High School Diploma/GED/or Equivalent
 - Some college Coursework, No Degree Received
 - Associate's Degree
 - Associate's Degree and additional coursework
 - Bachelor's Degree
 - Bachelor's Degree and additional coursework
 - Master's Degree
 - Master's Degree and additional coursework
 - Doctorate Degree
 - Doctorate Degree and additional coursework
 - None of the Above

- * 2. (AA) Which of the following Quarter/Semester credit hours best describes your completed college education to date or within the next three (3) months? (Transcripts may be required.)
 - 45+ Quarter hours/30+ Semester hours
 - 90+ Quarter hours/60+ Semester hours
 - 136+ Quarter hours/91+ Semester hours
 - 180+ Quarter hours/120+ Semester hours
 - 225+ Quarter hours/150+Semester hours
 - N/A

- * 3. (ENNR10) Which of the following best describes your work experience Natural Resources? Experience definition: (This experience includes, but may not be limited

to, the following: Environmental Sciences, Natural Resources, GIS experience, or other similar experience.)

- No relevant experience.
- Less than one (1) year of relevant experience.
- One (1) to less than two (2) years of relevant experience.
- Two (2) to less than three (3) years of relevant experience.
- Three (3) to less than four (4) years of relevant experience.
- Four (4) or more years of relevant experience.

4. Describe your relevant experience below.

- * 5. Do you have a Bachelor's degree or higher in meteorology, atmospheric science, or other closely related fields of environmental or natural science plus 1-2 years of progressive work experience in the same?

- Yes
- No

6. (AA) Describe your relevant experience below.

- * 7. Do you have a valid drivers license?

- Yes
- No

- * 8. (AA) VETERANS' PREFERENCE DISCLOSURE: PER WYOMING STATUTE, current employees of the State of Wyoming are not eligible for veterans' preference. If you are not a current employee of the State of Wyoming, to be eligible to receive veterans' preference you MUST have been a resident of the State of Wyoming for a period of one (1) year or more at any time prior to submitting this application. I have read and understand the veterans' preference disclosure.

- Yes
- No
- I am not a veteran

9. (AA) VETERANS' PREFERENCE: If you are a war veteran as defined in section 101, Title 38, United States Code or are the surviving spouse of a war veteran who receives survivor benefits from the federal government based on the veteran's military service, and wish to claim veterans' preference, please attach the appropriate documentation substantiating your claim. Indicate below your appropriate veterans' preference status. By requesting veterans' preference, you are certifying that you meet the statutory requirements as described in the above disclosure.

- Current State Employee
- Veteran - DD214 Attached
- Disabled Veteran (10% or more) - DD214 and Veteran's Disability Determination Attached
- Surviving Spouse of a Deceased Veteran - DD214 and proof of Survivor Benefit Attached
- None of the above

- * 10. (AA) Please be advised that an incomplete application WILL NOT be considered for employment. An attached resume' is not required and is not an acceptable substitution for a completed application. Some State of Wyoming agencies use E-Verify, an Internet-based system, to confirm the eligibility of all newly hired employees to work in the United States. Learn more about E-Verify, including your rights and responsibilities at <https://www.uscis.gov/e-verify>. I have read and understand the above statement.

Yes

No

* Required Question