



**APPROVED BY: THE CHIEF
ADMINISTRATIVE OFFICER**

EFFECTIVE: March 2005

ENVIRONMENTAL PLANNER I/II

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform complex and difficult environmental planning work related to the development and implementation of mitigation projects; to coordinate and prepare environmental documents; to evaluate and report on the environmental impact of District projects; and to perform a variety of professional duties relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

Environmental Planner I

This is the entry level class in the Environmental Planner series. This class is distinguished from the Environmental Planner II by the performance of the more routine tasks and duties assigned to positions within the series.

Environmental Planner II

This is the journey level class within the Environmental Planner series. Employees within this class are distinguished from the Environmental Planner I by the performance of the full range of duties as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are

normally filled by advancement from the “I” level, or when filled from the outside, have prior experience.

SUPERVISION RECEIVED AND EXERCISED

Environmental Planner I

Receives general supervision from assigned supervisory or management personnel.

Environmental Planner II

Receives direction from assigned supervisory or management personnel.

May exercise occasional technical and functional supervision over professional staff.

ESSENTIAL FUNCTION STATEMENT

Essential responsibilities and duties may include, but are not limited to, the following:

1. Plan, schedule, assign, and review the work of internal staff and consultants engaged in environmental planning work related to the preparation of environmental documents and the development and implementation of mitigation projects.
2. Analyze, evaluate, and prepare required studies and relevant documentation to determine the environmental impact and mitigation measures of proposed District projects on the total community including local residents and indigenous plant and animal ecosystems.
3. Prepare and assist in the preparation of evaluations of the operational and functional aspects of present facilities as they affect the natural and built environment.
4. Conduct research and field investigations; prepare environmental documents, applications, and permits including categorical exemptions, negative declarations, and environmental impact reports.
5. Coordinate with various organizational units in developing work practices and methods regarding protection of the environment and compliance with regulatory agency permits.
6. Facilitate consensus on management of natural resources among various organizational units within the District.
7. Prepare, negotiate, and administer contracts with environmental consultants; prepare and develop project scope; ensure compliance with contractual obligations.

8. Develop and design mitigation and monitoring plans; prepare and review specifications; evaluate impact of projects; prepare reports to document compliance with environmental performance criteria and standards.
9. Investigate and recommend a course of action regarding requests from the public or other agencies regarding the operation or use of District facilities relative to natural resources and the environment.
10. Represent the District in contacts with other private and public groups involved in quality of life areas including fish and game and ecology groups.
11. Implement project management techniques and tracking methods for assigned projects and activities.
12. Review current and proposed legislation and evaluate impact on environmental programs; make recommendations on proposed course of action.
13. Make presentations to various groups including private citizen groups, agency staffs, or various boards, councils, or commissions, regarding environmental impact evaluation including mitigation and enhancement.
14. Negotiate and obtain various regulatory permits including US Army Corps of Engineer dredge and fill permits, State of California and Regional Water Quality Certification, California Department of Fish and Game Streambed Alteration Agreements and Memorandums of Understanding, and San Francisco Bay Conservation and Development Commission Permits.
15. Prepare project and consultant budget estimates, project narratives, and work plans as assigned.
16. Participate in multi-disciplinary teams to contribute technical information and to make policy recommendations relevant to environmental issues.
17. Perform related duties and responsibilities as required.

QUALIFICATIONS

Environmental Planner I

Knowledge of:

Principles and practices of biology, ecology, botany, and related natural sciences.

Principles and practices of environmental planning, habitat restoration, natural resources management, and conservation planning.
Methods and techniques of scientific research, analysis, and reporting.
Methods and techniques of environmental impact assessment, mitigation, monitoring, and reporting.
Methods and techniques of biological sampling and trapping.
Pertinent federal, state, and local laws, codes, and regulations including laws regarding endangered species, wetlands, fish, and wildlife, water resources, and water management.

Ability to:

Participate in various regulatory permit processes.
Participate in environmental planning, natural resources management, habitat restoration and conservation planning activities and services.
Read and interpret engineering plans, specifications, and contract documents.
Perform complex scientific research, analysis, and reporting.
Learn to assess, mitigate, monitor, and report environmental impact on and of various unit programs and services.
Learn to direct and perform biological sampling and trapping.
Learn to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
Interpret and apply federal, state, and local policies, laws, and regulations.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience

One year of increasingly responsible environmental planning or related experience involving the evaluation of the impact of proposed public works or capital projects or facilities on the community and the environment.

Training

Equivalent to a Bachelors degree from an accredited college or university with major course work in ecology, geography, environmental planning, natural resources management or a related natural science concentration. Directly related experience

may be substituted for the college requirement on the basis of one and one-half years of experience for one year of education to a maximum of four years.

Environmental Planner II

In addition to the qualifications for the Environmental Planner I:

Knowledge of:

Operational characteristics, services, and activities of a comprehensive environmental planning program.

Pertinent regulatory permit requirements.

Principles and practices contract administration.

Methods and techniques of public relations and negotiation relative to assigned program area.

Principles and practices of project management, budget preparation, and administration.

Ability to:

Participate in the development and administration of division goals, objectives, and procedures.

Coordinate various regulatory permit processes.

Coordinate environmental planning, habitat restoration, natural resources management, and conservation planning activities and services.

Make oral presentations on behalf of the District.

Administer and oversee assigned projects and contracts.

Assess, mitigate, monitor, and report environmental impact on and of various District programs and services.

Review performance of biological sampling and trapping for assigned projects and activities.

Prepare clear and concise administrative and financial reports.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Review, analyze, and evaluate proposed and newly adopted legislation and regulations relative to environmental impact assessment and permitting.

Integrate and balance multiple factors consistent with District goals in making sound environmental planning recommendations and decisions.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience

Three years of increasingly responsible environmental planning or related experience involving the evaluation of the impact of proposed public works or capital projects or facilities on the community and the environment.

Training

Equivalent to a Bachelors degree from an accredited college or university with major course work in ecology, geography, environmental planning, natural resources management, or a related natural science concentration. Directly related experience may be substituted for the college requirement on the basis of one and one-half years of experience for one year of education to a maximum of four years.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid California driver's license may be required with determinations made on a case-by-case basis at the time of job posting.

WORKING CONDITIONS

Environmental Conditions

Office environment with field visits; exposure to computer screens; potential exposure to inclement weather.

Physical Conditions

Essential and other important functions may require maintaining physical condition necessary for sitting, standing, and walking; moderate lifting, and carrying; walking steep slopes and levee banks.