



**APPROVED BY: THE CHIEF
OPERATING OFFICER**

EFFECTIVE: May 2019

**ASSISTANT ENVIRONMENTAL PLANNER I
ASSISTANT ENVIRONMENTAL PLANNER II
ASSOCIATE ENVIRONMENTAL PLANNER**

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 provide environmental policy expertise to management to achieve Board objectives and compliance with environmental regulations and laws; represent District interests in fulfilling its responsibilities under the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA); to document a clear administrative record of the District's environmental planning and CEQA processes; to advise and guide project teams in the planning, design and execution of plans, projects, activities, and programs in water supply, water utility, flood protection, and watershed stewardship; and to perform a variety of tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

Assistant Environmental Planner I

Assistant Environmental Planner I is the entry level class in the series. It is distinguished by incumbents possessing little or no prior experience working as a planner. Advancement to the next higher-level class is at the discretion of management, and is dependent on demonstrating the experience, knowledge, and ability requirements of the Assistant Environmental Planner II. Employment is conditional upon advancement within a reasonable period.

Assistant Environmental Planner II

Assistant Environmental Planner II is the experienced level class in the series. It is distinguished by incumbents possessing some experience in performing environmental planning work; however, incumbents do not possess the full breadth and depth of knowledge and ability of the Associate Environmental Planner. Advancement to the next higher-level class is at the discretion of management, and is dependent on demonstrating the experience, knowledge, and ability requirements of the Associate Environmental Planner. Employment is conditional upon advancement within a reasonable period.

Associate Environmental Planner

Associate Environmental Planner is the journey level class in the series. It is distinguished by incumbents possessing the depth and breadth of knowledge and abilities required to perform the full range of environmental planning responsibilities.

It is distinguished from the next higher-level class of Senior Environmental Planner in that the latter.

SUPERVISION RECEIVED AND EXERCISED

Assistant Environmental Planner I

Works under immediate supervision. Employees within this class work in the presence of their supervisor or in a situation of close control and easy reference. Work assignments are given with explicit instructions or are so routine that few, if any, deviations from established practices are made without checking with the supervisor.

Assistant Environmental Planner II

Works under general supervision. The assigned duties for employees within this class require the exercise of judgment or choice among possible actions, sometimes without clear precedents and with concern for the consequences of the action. Employees may or may not work in proximity to their supervisor.

Associate Environmental Planner

Works under direction. Employees within this class receive general instructions regarding the scope of and approach to projects or assignments, but procedures and techniques are left to the discretion of the employees.

TYPICAL DUTIES

The duties specified below are representative of the nature and level of duties assigned to this class and are not intended to be an inclusive list. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position. Management reserves the right to add, modify, change, or rescind the work assignments of different positions.

1. Assist and participate in the development of plans, programs, and/or projects related to the protection or management of natural resources, such as District-wide maintenance programs, watershed master plans, and water supply master plans; translate natural resource data into problem definitions, objectives, priorities, and/or success criteria; develop strategic approaches to involve stakeholders and achieve community acceptance.

2. Provide advice and guidance to operational and maintenance managers, and project teams, regarding the level of CEQA documentation required for an activity or project; review and assist with developing project descriptions; solicit input from Responsible and Trustee agencies; identify potential significant adverse and beneficial impacts; identify key environmental elements using District checklist; make determinations on thresholds of significance; identify alternatives.
3. Oversee and carry out the appropriate CEQA process approved through the District's IDM, including Negative Declarations (ND), Mitigated Negative Declarations (MND), Environmental Impact Reports (EIR), and related public notices; serve as liaison with internal staff and external parties on input and questions pertaining to the environmental aspect of the project or activity; draft, edit and amend the respective document; prepare and monitor the Board agenda process, including interaction with unclassified staff and the District's legal office.
4. Counsel District management regarding permits and associated processes; identify the need for permits issued by environmental regulators (e.g., Army Corp of Engineers, Department of Fish and Game, Fish and Wildlife Services); serve as District liaison with the regulators, including negotiating the need for permits, and the permit conditions; complete and file paperwork affiliated with permits.
5. Receive and respond to written comments from agencies and the public; plan logistics, including the setup of scoping meetings; prepare meeting materials; moderate public hearings; collect verbal comments as necessary; and incorporate and address comments in CEQA documents.
6. Oversee and guide the work of environmental consultants; provide technical supervision to consultant work processes and products; serve as District liaison for communication and contract administration; prepare the Request For Proposals (RFP) using the District's template for scope of services; manage the bidding and selection processes; and review invoices.
7. Participate in peer review of environmental plans and documents, analysis, decisions, and processes; assist other district planners with identifying and evaluating environmental elements, impacts, mitigation measures and alternatives; participate in drafting and reviewing procedures and standards for environmental planners.
8. Oversee and/or participate in the preparation and development of various long-term master planning documents.
9. Employees have a responsibility for safety; for following safety regulations and safety policies and procedures applicable to their work; and for carrying out those responsibilities with due diligence as a condition of employment.
10. Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisors or by law.
11. Perform related duties and responsibilities as required.

QUALIFICATIONS

The level and scope of the knowledge, skills and abilities listed in this section are related to the job duties as defined under Distinguishing Characteristics.

Assistant Environmental Planner I

Some Knowledge of:

Methods and techniques of scientific research, analysis, and reporting used in the field of environmental planning.
Principles and practices of environmental planning, habitat restoration, natural resources management, and conservation planning.
California Environmental Quality Act (CEQA) and/or the National Environmental Policy Act (NEPA).

Ability to:

Research and evaluate studies, reports, papers, and related literature used in the field of environmental planning.
Interpret and apply federal, state, and local policies, laws, and regulations, including CEQA and NEPA.
Write reports, papers, and business communications used in the field of environmental planning.
Prepare clear, informative, and easy to understand documents for public review.
Communicate clearly and concisely, both orally and in writing.

Training and Experience Guidelines

The following combination represents the minimum training and experience requirements for this classification:

Training

Equivalent to a Bachelor's degree from an accredited college or university with major course work in environmental studies, environmental planning, city and regional planning, environmental science, natural resources management, geography, or a related field.

Experience

None.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Assistant Environmental Planner II

In addition to the qualifications for Assistant Environmental Planner I:

Some Knowledge of:

Field principles, techniques, and practices of natural sciences commonly applied in environmental planning, such as biology, ecology, botany, hydrology, geology, greenhouse gas emissions, air quality, water quality, etc.

Principles and practices of environmental planning, habitat restoration, natural resources management, and conservation planning.

Principles and practices of project management including planning, scheduling, budgeting, and control.

Methods and techniques of environmental impact assessment, mitigation, monitoring, and reporting.

Federal, state, and regional permitting regulations, laws, processes, and practices applied in environmental planning and natural resource management, including but not limited to: California Department of Fish and Game Code, Federal and California Endangered Species Acts, Clean Water Act, and Porter-Cologne Water Quality Control Act.

Specialist in key aspect of environmental planning and analysis, such as air quality, biological resources, geology/soils, GHG emissions, hydrology/water quality, and habitat conservation planning.

Working Knowledge of:

Methods and techniques of scientific research, analysis, and reporting used in the field of environmental planning.

CEQA and/or NEPA.

Ability to:

Comply with the regulatory permit processes common in the field of environmental planning.

Research and evaluate studies, reports, papers, and related literature used in the field of environmental planning.

Assess, mitigate, monitor, and report environmental elements and impacts; evaluate thresholds of significance.

Interpret and apply federal, state, and local policies, laws, and regulations, including CEQA, NEPA.

Write reports, papers, and business communications used in the field of environmental planning.

Prepare clear, informative, and easy to understand documents for public review.

Formulate and evaluate proposals and alternatives for use in the environmental planning process.

Plan, organize, and manage small projects, programs, and interdisciplinary teams.

Determine the level of CEQA review.

Identify internal and external stakeholders in the environmental planning process and build consensus.

Represent the District before federal and state regulators, local agencies, and the public. Balance competing District and agency interests, including project objectives, legal, stewardship, political, project objectives, and resources.

Training and Experience Guidelines

The following combination represents the minimum training and experience requirements for this classification:

Training

Equivalent to a Bachelor's degree from an accredited college or university with major course work in environmental studies, environmental planning, city and regional planning, environmental science, natural resources management, geography, or a related field.

Experience

Three (3) years of experience performing professional-level responsibilities as an environmental planner.

Substitution

A Master's degree from an accredited college or university with major course work in environmental studies, environmental planning, city and regional planning, environmental science, natural resources management, geography or related field may substitute for a Bachelor's degree and two (2) years of experience.

Two (2) years performing professional-level planning, not involving full time work on environmental regulations, may substitute for each year of the required environmental planning experience.

Professional certification in a relevant field or subject matter may substitute for a year of experience. This may include, but is not limited to, certification as an: AICP Certified Environmental Planner, AICP Certified Planner, AICP Certified Transportation Planner, Professional Wildlife Biologist, or other certification provided by the state of California or a nationally recognized professional organization related to environmental planning.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Associate Environmental Planner

In addition to the qualifications for Assistant Environmental Planner II:

Some Knowledge of:

National Environmental Policy Act (NEPA)

Principles and practices of project management including planning, scheduling, budgeting, and control.

Working Knowledge of:

Methods and techniques of scientific research, analysis, and reporting used in the field of environmental planning.

Field principles, techniques, and practices of natural sciences commonly applied in environmental planning, such as biology, ecology, botany, hydrology, geology/soils, greenhouse gas emissions, air quality, water quality, etc.

Principles and practices of environmental planning, habitat restoration, natural resources management, and conservation planning.

Methods and techniques of environmental impact assessment, mitigation, monitoring, and reporting.

California Environmental Quality Act (CEQA).

Federal, state, and regional permitting regulations, laws, processes and practices applied in environmental planning and natural resource management, including but not limited to: California Department of Fish and Game Code, Federal and California Endangered Species Acts, Clean Water Act, and Porter-Cologne Water Quality Control Act.

Specialist in key aspect of environmental planning and analysis, such as: air quality, biological resources, geology/soils, GHG emissions, hydrology/water quality, habitat conservation planning, etc.

Ability to:

Comply with the regulatory permit processes common in the field of environmental planning.

Research and evaluate studies, reports, papers, and related literature used in the field of environmental planning.

Assess, mitigate, monitor, and report environmental elements and impacts; evaluate thresholds of significance.

Interpret and apply federal, state, and local policies, laws, and regulations, including CEQA and NEPA.

Write reports, papers, and business communications used in the field of environmental planning.

Prepare clear, informative, and easy to understand documents for public review.

Formulate and evaluate proposals, mitigation measures, and alternatives for use in the environmental planning process.

Plan, organize, and manage projects, programs, and interdisciplinary teams of various sizes and complexity.

Determine the level of CEQA review.

Identify internal and external stakeholders in the environmental planning process and build consensus.

Represent the District before federal and state regulators, local agencies, and the public. Balance competing District and agency interests, including project objectives, legal, stewardship, political, project objectives, and resources.

Recommend and implement policy related to natural resource planning.

Training and Experience 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:

Training

Equivalent to a Bachelor's degree from an accredited college or university with major course work in environmental studies, environmental planning, city and regional planning, environmental science, natural resources management, geography, or a related field.

Experience

Five (5) years of experience performing professional-level responsibilities as an environmental planner.

Substitution

A Master's degree from an accredited college or university with major course work in environmental studies, environmental planning, city and regional planning, environmental science, natural resources management, geography or related field may substitute for two (2) years of experience.

Two (2) years performing professional-level planning, not involving full time work on environmental regulations, may substitute for each year of the required environmental planning experience.

Professional certification in a relevant field or subject matter may substitute for a year of experience. This may include, but is not limited to, certification as an: AICP Certified Environmental Planner, AICP Certified Planner, AICP Certified Transportation Planner, Professional Wildlife Biologist, or other certification provided by the state of California or a nationally recognized professional organization related to environmental planning.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid California driver's license.

WORKING CONDITIONS

Environmental Conditions

Office environment; exposure to computer screens and copiers; moderate noise levels; and controlled temperature conditions.

Physical Conditions

Essential functions may require maintaining physical condition necessary for reaching, walking, standing or sitting for prolonged periods of time; extensive use of computer keyboard and mouse; light to moderate lifting; reaching above head; visual acuity for reading documents, correspondence and computer screens; operating a variety of manual and automated office equipment.

CLASS LEGEND

Established Date: 5/2018
Employee Groups: EA
Revisions Dates: 5/2019
FLSA Status: Non-exempt

	<u>Current</u>	<u>Previous</u>
Class Code:		
Series Code:	1PA	
Family Code:		
Previous Titles:		
Analyst:	FD	