

JOB DESCRIPTION AND POSITION CLASSIFICATION

DSC 525 (2-PAGE) (REV. 10/14)

CLASSIFICATION Associate Environmental Planner		POSITION NUMBER 530-001-4711-xxx	MCR 1	RPA # DSC15-025
APPOINTEE Vacant	EFFECTIVE DATE	DIVISION/SECTION Planning, Performance & Technology		
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: <input type="checkbox"/> Supervisory Related BU: <input type="checkbox"/> Confidential Related BU: <input checked="" type="checkbox"/> Rank and File BU: R01				
RESPONSIBILITIES EXERCISED <input type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) Jessica Davenport	SUPERVISOR'S CLASSIFICATION Program Manager II	
APPROVED BY (Personnel Analyst's Name) Lynn Borja			DATE 10/23/14	
ALL EMPLOYEES ARE EXPECTED TO WORK COOPERATIVELY WITH OTHERS; MAINTAIN REGULAR, CONSISTENT, PREDICTABLE ATTENDANCE; POSSESS INTEGRITY, INITIATIVE, DEPENDABILITY, AND GOOD JUDGMENT.				
POSITION SUMMARY				
Briefly (1-3 sentences) describe the main purpose and function of the position, including the organizational setting: Under general direction of the Program Manager II, the Associate Environmental Planner is responsible for supporting land use planning activities and analysis, and collaborates with other Delta Stewardship Council (Council) staff, a wide range of local, state and federal government officials, and the public in developing creative and effective approaches to integrating habitat restoration, water supply reliability, flood risk reduction and economic sustainability.				
DESCRIPTION OF DUTIES				
Percent of Time (E) and (M)	Indicate the duties of the position and the percentage of time spent on each. Group related tasks under the same percentage. Percentages should be in increments of 5% with the highest percentage first. Identify essential functions with an (E) and marginal functions with an (M) in the percentage column. "Other duties as required" cannot be used as a task statement.			
20% (E)	Advise Council executive management, brief Council members and coordinate with local, state, and federal agency officials and stakeholders on strategies, policies and performance measures related to land use planning and protecting and enhancing the unique values of the Delta as a place.			
20% (E)	Assist in Delta Plan implementation by supporting relevant workgroups of the Delta Plan Interagency Implementation Committee and participating in relevant planning processes and workgroups led by others.			
15% (E)	Support a team tracking performance measures in the Delta Plan related to protecting and enhancing the unique values of the Delta as a place. Coordinate with key agencies to collect information and report progress to the Council and the Implementation Committee. Further refine existing performance measures to improve tracking.			
15% (E)	Interpret, summarize, and communicate information through staff reports, technical papers and presentations. Research and write policy reports with supporting maps and graphics for specialized plans, policies, and projects related to land use planning in the Delta. Work with Council colleagues to provide integrated analysis of multi-objective projects and programs that address habitat restoration, flood management, water supply reliability and/or economic sustainability.			
15% (E)	Provide proponents of activities that are covered actions under the Delta Plan with technical advice on consistency with Delta Plan policies. Write comment letters on proposed activities that may be covered actions or are otherwise of interest to the Council. Assist in preparing briefings and recommendations for the Council and Council executive management in response to appeals on covered actions.			
10% (E)	Work with legal and technical Council staff to amend language in the Delta Plan and its regulations and provide support for 5-year updates of the Delta Plan and the Council's application for federal consistency authority.			
5% (M)	Participate in and present at planning workshops and conferences to develop high level understanding of the latest planning approaches and tools needed to support policy and management decisions.			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) Jessica Davenport		SUPERVISOR'S SIGNATURE ➤		DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.				
EMPLOYEE'S NAME (Print) Vacant		EMPLOYEE'S SIGNATURE ➤		DATE

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Associate Environmental Planner	POSITION NUMBER 530-001-4735-xxx	MCR 1	RPA # DSC15-016
APPOINTEE Vacant	DIVISION/SECTION Planning, Performance & Technology		
Percent of Time (E) and (M)	Indicate the duties of the position and the percentage of time spent on each. Group related tasks under the same percentage. Percentages should be in increments of 5% with the highest percentage first. Identify essential functions with an (E) and marginal functions with an (M) in the percentage column. "Other duties as required" cannot be used as a task statement.		
	<p>KNOWLEDGE, SKILLS AND ABILITIES AND DESIRABLE QUALIFICATIONS</p> <ul style="list-style-type: none"> • Ability to collaborate with experts in ecosystem restoration, flood management, and water management to provide integrated analysis is highly desirable. • Knowledge of environmental regulatory processes such as project permitting, California Environmental Quality Act analysis, federal consistency under the Coastal Zone Management Act, and development of Habitat Conservation Plans, Natural Community Conservation Plans, and Sustainable Communities Strategies is highly desirable. • Ability to keep current on the principles and practices of urban, regional, environmental and coastal planning, including decision-support tools, and implement improvements and refinements to the Council's planning activities and projects is highly desirable. • Geographic Information System skills are desirable. • Knowledge of the Delta Reform Act and the Delta Plan is desirable. • Awareness of the social, physical, environmental and economic conditions and dynamics in the Delta and Suisun Marsh that affect urban, regional, economic and natural resources planning around the region is desirable. <p>SPECIAL PERSONAL CHARACTERISTICS</p> <ul style="list-style-type: none"> • Strong organizational skills • Proactive approach to problem-solving, including outreach to key agency and stakeholder representatives • Strong research skills and attention to detail, including checking facts • Confidence in recommending courses of action based on evidence and good judgment • High ethical standards • Willingness to conform to work standards set by supervisor • Willingness and ability to accept increasing responsibility and demonstrate capacity for development <p>INTERPERSONAL SKILLS</p> <ul style="list-style-type: none"> • Ability to work well independently and as a team member • Ability to gain and maintain the confidence and cooperation of those contacted during the course of work • Ability to interact with various levels of staff, management, stakeholders and implementing agencies in a professional and courteous manner <p>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</p> <ul style="list-style-type: none"> • Appropriate attire for professional office environment • Ability to sit in a normal seated position for extended periods of time • Manage multiple priorities effectively and meet deadlines • Meet short processing timelines when necessary • Handle varying and sometimes large workload volumes • Ability to remain calm during stressful situations • Ability to effectively handle multiple tasks and changing priorities • Ability to attend occasional evening and weekend meetings <p>PERSONAL CONTACTS</p> <p>Council staff and managers, city, county, regional, state and federal governing bodies and planning commissions and boards, public agencies, stakeholders, and the general public.</p> <p>SUPERVISION EXERCISED</p> <p>None - may be assigned lead responsibility for a specific project or program function.</p>		