

State of California
GOVERNOR'S OFFICE OF EMERGENCY SERVICES
POSITION DUTY STATEMENT
BU: 1, 4, 9, 10, 11, 12 & 14

EMPLOYEE	CLASS TITLE: Environmental Planner	HEADQUARTERS: Mather Bldg E.
PROGRAM/UNIT: Recovery Directorate/Interagency Recovery Coordination Branch/Engineers and Specialists Unit	POSITION NUMBER: 163-567-4640-001 (CN 11622)	CBID: R01
TENURE: Perm	TIME BASE: Full Time	WORK WEEK GROUP: 2
APPT EFFECTIVE DATE:	RANGE (IF APPLICABLE):	PROBATIONARY PERIOD: <input type="checkbox"/> 6 Mos. <input checked="" type="checkbox"/> 12 Mos. <input type="checkbox"/> N/A
IMMEDIATE SUPERVISOR:	CONFLICT OF INTEREST CATEGORY: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DMV PULL PROGRAM: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

1. SUPERVISION RECEIVED: The Environmental Planner (EP) works under the supervision of the Manager II (Division Chief).

2. SUPERVISION EXERCISED: None

3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES)

The EP will frequently travel, conduct fieldwork, and work in the Joint Field Office or Area Field Office. Sitting, standing, and walking requirements are consistent with office and fieldwork.

4. PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH WHILE PERFORMING DUTIES):

This position requires frequent and direct contact with California Governor's Office of Emergency Services (Cal OES) personnel at the staff, management, and Executive levels; leadership and Executive management of other state agencies, local government, contractors, the general public, and federal agencies; the Legislature, Department of Finance and Governor's Office.

5. ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED):

Failure to effectively perform the duties of the position will result in the department's inability to ensure consistency and compliance with state and federal law, regulations, policies, plans and procedures. This could result in statewide impacts, including, but not limited to, loss of federal funding and/or regulatory compliance, as well audit findings.

6. EMERGENCY OPERATIONS – ACTIVATION/OPERATIONAL ASSIGNMENT 100%:

When requested to fill an operational assignment and until demobilized, the following duties will be performed, and your regular duties may temporarily cease:

May be required to work in the State Operations Center (SOC), Regional Emergency Operations Center (REOC), Joint Field Office (JFO), Area Field Office (AFO), Local Assistance Center (LAC), or other location to assist emergency response and recovery operations. All staff are required to complete operational related training and participate in one of three Readiness Teams that rotate activation availability on a monthly basis if not assigned to an Operational Branch (e.g., Fire/Law/Region). May be required to participate in emergency drills, training and exercises.

Staff need to work effectively under stressful conditions; work effectively & cooperatively under the pressure of short leave time; work weekends, holidays, extended and rotating shifts (day/night). Statewide travel may also be required for extended periods of time and on short notice.

While fulfilling an operational assignment it is important to understand that you are filling a specific “position” and that position reports to a specific Incident Command System (ICS) hierarchy. This is the chain of command that you report to while on this interim assignment.

On Call/Standby/Duty Officer (if applicable)

If assigned on-call, standby or as a Duty Officer, you are required to be ready and able to respond immediately to any contact by Governor’s Office of Emergency Services (Cal OES) Management (including contact from the State of California Warning Center) and report to work in a fit and able condition if necessary as requested.

7. JOB DESCRIPTION/GENERAL STATEMENT:

Cal OES plays a central role in coordinating recovery activities in support of local government efforts that include identifying and providing programmatic and technical support to local governments. Cal OES oversees regional coordination of disaster recovery efforts, sets priorities, and directs disaster assistance and resources where and when needed. Cal OES is the conduit for local governments to key federal disaster recovery assistance programs.

In addition to managing state and federally-provided response resources, Cal OES administers numerous disaster assistance programs that help with the local recovery process. Where additional needs exist, the State can reassign existing internal resources to streamline and expedite recovery, such as forming a new or ad hoc State recovery committee or task force (e.g., the Governor's Drought Task Force, Housing, Sheltering, etc.) as needed.

After large-scale disasters or catastrophic incidents the State Disaster Recovery Framework will ensure post-disaster recovery activities and programs (both government and non-government) are coordinated, organized, and effectively meeting the needs caused by the disaster.

As part of the Interagency Recovery Coordination Branch (IRC) the EP supports six primary recovery outcomes: Community Planning and Capacity Building, Economic Recovery, Health and Social Services, Housing, Infrastructure, and Natural and Cultural Resources. This position also provides support for other recovery programs including: Public Assistance (PA), California Disaster Assistance Act (CDAA), Fire Management Assistance Grant (FMAG), Hazard Mitigation Grant Program (HMGP), Individual Assistance (IA) and other disaster related programs.

Under the supervision of the Division Chief, the Environmental Planner (EP) is responsible for the coordination and organization of resources, as well as the implementation of work program objectives with respect to Environmental/Historical issues assigned to the Recovery Engineers and Specialists Unit.

The incumbent will coordinate with the Senior Environmental Planner to conduct technical and administrative planning and review of pending grant awards to determine whether the proposed projects are in compliance with state and federal environmental regulations, as well as potential audit findings and final review during closeout out with Public Assistance grants; conduct analysis of, and makes recommendations concerning methods to mitigate environmental impacts; assist in resolving difficult and complex environmental issues; conduct Cal OES and subrecipient training; and generally undertake a variety of actions necessary to implement the Recovery Directorate and Cal OES goals and objectives. This position may require extensive travel across the State, including overnight stays, to conduct field/site visits and environmental assessments.

Percent of Time	ESSENTIAL FUNCTIONS
40%	<p>Environmental/Historical Planning & Review Conducts environmental and historic review of state and local Public Assistance and Hazard Mitigation grant projects for compliance with the California Environmental Quality Act (CEQA), National Environmental Policy Act (NEPA), Section 106 of the National Historic Preservation Act, and other state laws, regulations, and policies. Conducts environmental/historical planning on behalf of the Cal OES Recovery Directorate and its subrecipients, to identify opportunities and methods to reduce environmental impacts in accordance with program requirements and state/federal law. May assist the Federal Emergency Management Agency (FEMA) in the review and approval of Public Assistance and Hazard Mitigation grant applications and closeouts in accordance with the NEPA, , Section 106 of the National Historic Preservation Act, the Endangered Species Act Section 7, and other federal and State laws, regulations and policies.</p>
40%	<p>Coordination Work with local, state and federal staff, and their contractors to coordinate the environmental/historic review and planning processes, and to assure that Recovery grant applications are processed in a fair and expeditious manner. This may include tracking project approvals by state and federal agencies and working with all interested parties in quickly resolving environmental/historic concerns; traveling extensively across the state to meet with local agencies following disasters; working with Cal OES project monitoring staff to identify and review changes in approved scopes of work, consider time extension requests, and to evaluate project timetables to expedite project completion and compliance, and ensure quality control, conducting meetings and public informational sessions, and other related coordination duties. Coordinate Cal OES review of various FEMA program documents relating to specific environmental/historic issues. This includes the review of FEMA-generated Programmatic Agreements, Memoranda of Agreement, Categorical Exclusions, Environmental Assessments and Environmental Policy Memoranda.</p>
15%	<p>Training May develop and conduct training to assist local, state and federal employees in the understanding of local, state and federal environmental/historical laws, regulations and policies, and to assist them in improving program compliance and efficiency.</p>
Percent of Time	MARGINAL FUNCTIONS

5%	<p>Other Related Duties as Required</p> <p>Duties may include representing the department at meetings and making presentations on environmental/historical planning and recovery activities to executive staff, Governor's Office, legislative staff, and professional associations and performing other duties as required.</p> <p>During emergency operations, the Director may require you to work in the State Operation Center (SOC), Regional Emergency Operations Center (REOC), Joint Field Office (JFO), or Local Assistance Center (LAC), to provide assistance in emergency response and recovery activities. All staff are required to complete SEMS/NIMS/ICS, RIMS, SOC Activation and Operations and SOC Position training courses, and participate in one of three Readiness Teams which rotate activation ability on a quarterly basis. Staff may be required to participate in emergency drills, training, and exercises.</p> <p>Under these emergency operations, staff need to work effectively under stressful conditions; work effectively & cooperatively under the pressure of short lead times; work weekends, holidays, extended and rotating shifts (day/night). Statewide travel may also be required for extended periods of time and on short notice.</p>
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PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS

Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: Reviewing mail; preparing various forms; proofreading documents; reading printed material, computer screens, and handwritten materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
HEARING: Answering telephones; receiving verbal information from outside sources; understanding verbal instruction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SPEAKING: Receiving visitors; answering inquiries and providing verbal information or instruction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MOVEMENT: Delivering material to others; picking up materials from others; copying; faxing; distributing information; filing; hiking; walking.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SITTING: At a computer terminal or desk; conferring with employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
STANDING:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
BALANCING:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CONCENTRATING: Reviews and reads records/documents, researches, composes, analyzes, compiles, and updates technical documents; multi-tasking; prepares various forms and documents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
COMPREHENSION: Understanding needs of co-workers, clients; understands procedures and practices; Understands laws, regulations related to their work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
WORKING INDEPENDENTLY: Possesses ability to work independently as well as a team member, have good	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS

Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
interpersonal and communication skills, ability to follow directions, take initiative, assume responsibility, and exercise good judgment and tact. Must be able to work alone without much guidance or interaction or interaction from other staff.					
LIFTING UP TO 10 LBS. OCCASIONALLY:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS

Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
LIFTING UP TO 20 LBS. OCCASIONALLY AND/OR 10 LBS. FREQUENTLY:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LIFTING UP TO 20-50 LBS. OCCASIONALLY AND/OR 25-50 LBS. FREQUENTLY:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FINGERING: Pushing buttons on telephone; typing; copying.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
REACHING: Answering phones.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CARRYING: Distributing mail; reports; stocking supplies.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CLIMBING: stairs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BENDING AT WAIST:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
KNEELING:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PUSHING OR PULLING:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HANDLING: Documents, manuals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
DRIVING:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OPERATING EQUIPMENT: Computer; telephone; copy machine; fax.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
WORKING INDOORS:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
WORKING OUTDOORS:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
WORKING IN CONFINED SPACE: Enclosed office environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

OTHER INFORMATION

Must have knowledge of the state and related federal laws, rules, regulations, policies and procedures. Must exercise good writing skills; follow oral and written directions, be responsive to the needs of the public and employees of Cal OES and other agencies; analyze situations and take effective action using initiative, resourcefulness, and good judgment. May need to work with limited supervision.

Consistent with good customer service practices and the goals of the Cal OES Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal and external customers, follow through on commitments, and solicit and consider internal and external customer input when completing work assignments.

SIGNATURES

Certification of Applicant/Employee

Note – If any concerns with performing the duties of this position with or without reasonable accommodation, discuss your concerns with the hiring supervisor, who in turn, will discuss with the Reasonable Accommodation Coordinator.

I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation.

I have read and discussed these duties with my supervisor:

Employee's Signature

Date

I certify that the above accurately represents the duties of the position:

Supervisor's Signature

Date

Civil Service Title