

State of California
GOVERNOR'S OFFICE OF EMERGENCY SERVICES
POSITION DUTY STATEMENT
BU: 2, 7, & Non-represented

EMPLOYEE:	CLASS TITLE: Senior Environmental Planner	HEADQUARTERS: Mather Campus
PROGRAM/UNIT: Recovery Directorate/Hazard Mitigation Resilience Branch/ Technical Assistance Division	POSITION NUMBER: 556-4713-XXX (XXXXX)	CBID: S01
TENURE: Perm	TIME BASE: Full Time	WORK WEEK GROUP: E
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

SUPERVISION RECEIVED:

The Senior Environmental Planner is under the general direction of the Program Manager II within the Technical Assistance Division.

SUPERVISION EXERCISED:

The Senior Environmental Planner (SREP) will serve as the Hazard Mitigation Technical Assistance Unit Manager responsible for the development and implementation of federal and state Hazard Mitigation programs.

As a Unit Manager, the SREP directly supervise Associate Environmental Planners, Environmental Planners, and subject matter experts responsible for technical assistance, project development, application review, and administration of state and federal mitigation grant programs.

Physical Demands (see additional pages)

The SREP will work a minimum of 40 hours per week. The SREP will often work in an office setting with artificial light and temperature control. Use of a computer and telephone is essential. Sitting, standing, and walking requirements are consistent with office and fieldwork. The SREP must be proficient in word processing skills on a personal computer, and possess strong writing, research, and communication. The SREP must also be able to read and understand technical and legal documents, and work in a team environment. The SREP may frequently travel, conduct fieldwork, and work in the Joint Field Office or Area Field Office. The SREP must effectively handle multiple tasks and changing priorities. Under emergency operations, the SREP will 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).

Personal Contact (who the employee may be in contact with while performing duties):

This position will have contact with internal Cal OES staff and Sections, external State agencies, local government representatives, public groups, Tribes, community-based organizations, private sector, the general public, and high-level administrators.

Actions and Consequences (as related to duties performed):

Failure to effectively perform the duties of the position could result in not meeting Cal OES' Vision, Mission, Values, and Goals, and potentially cause negative fiscal and public relations impacts for the Branch and Cal OES. 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.

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.

Job Description/General Statement:

Under the general direction of the Program Manager II, Technical Assistance Division Chief, the Senior Environmental Planner (SREP) is expected to provide subject matter expertise in environmental planning, analysis, and evaluation of a wide variety of projects and initiatives. The incumbent is expected to be proficient, and independently perform under general direction, the essential functions listed below in support of the Technical Assistance Division within the Resilience Branch of the Hazard Mitigation Section.

The Technical Assistance Division within the Resilience Branch supports the CalOES mission and strategic plan through the innovation, planning, development, and implementation of mitigation-focused projects and initiatives. The Division is responsible for technical assistance to local jurisdictions in devising plans and projects that will advance climate adaptation and equity outcomes to enhance resilience throughout the state of California. The Technical Assistance Division is expected to work in partnership with the Hazard Mitigation Planning Division to ensure that all proposed projects and pending grant awards are in alignment with the established local and state hazard mitigation plans and comply with federal and state environmental and programmatic regulations and laws.

The SREP is responsible for the management, supervision, and operational oversight of resources to implement the objectives assigned to the Unit. This includes but is not limited to: the development and implementation of tools, resources, and programs that support the development, administration, ongoing monitoring, and compliance of hazard mitigation grants; implementation of initiatives and directives that support the department's pre- and post-disaster related objectives, staffing plans, assessments and applicable mitigation/management measures, vulnerability studies, benefit cost analyses, environmental and historic preservation reviews, and financial reports.

The position requires the incumbent to have a broad working knowledge of state and federal Hazard Mitigation policies and programs as provided under the California Emergency Services Act, California Disaster Assistance Act (CDAA) and federal Public Law 93-288, as amended (Robert T. Stafford Act). The incumbent must possess a general understanding or experience with one or more of the following: hazard mitigation, risk reduction, climate adaptation, environmental planning, state and federal environmental policies, engineering, and/or architectural and geological techniques used in a wide variety of public infrastructure construction projects.

The SREP is expected to comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture, dealing with ambiguity is crucial to this role. The incumbent must be forward thinking and be able to anticipate the implications and consequences of situations and take appropriate actions to be prepared for possible contingencies, anticipating, and preparing for future developments with regards to the impacts of climate change throughout the state of California. The Resilience Branch is responsible for maintaining visibility of the innovative approaches to mitigation resiliency and the SREP must be prepared to develop recommendations of improved effectiveness and efficacy of best practices and the latest academic research related to resilience as it pertains to the unit's functional organization.

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>Provides oversight of technical assistance and administration related to new and existing state and federal mitigation planning and grant programs. Directs, develops, and implements disaster program guidance, resources, tools, documents, and standard operating procedures consistent with the goals and objectives of the Resilience Branch; Provides timely identification of program specific issues or conflicts and makes recommendations for resolution; reviews program requirements; analyzes the impact of meeting these requirements; redirects resources as needed to accomplish work program objectives and meet federal and state mandates; conducts process improvements; creates new tools to monitor program success; tracks and enforces deadlines; measures program outcomes; formulates program procedures, policies, and program alternatives; makes recommendations on mitigation planning and grant programs; reports verbally and in writing to leadership.</p> <p>Directs staff in writing and reviewing program-related documents, reviews, provides feedback, and issues necessary approvals. Reports on various aspects of program/project management and monitors and directs the collection, evaluation, and dissemination of information related to the program. Writes reports and conducts briefings for internal and external stakeholders.</p> <p>Develops and implements appropriate program tasks that support the Unit's program activity; Oversees and provides technical assistance to assist applicants in applying for state and/or federal funding and undertaking environmental review; directs the creation of tools and trainings related to hazard mitigation education, planning, application, and project implementation; oversees and undertakes sub application review, environmental review, and project adjudication for state and federal mitigation programs. Provides guidance to staff, sub-applicants, and sub-recipients in the areas of technical and programmatic feasibility and eligibility, hazard mitigation planning, environmental compliance, benefit cost analysis, and losses avoided analyses; and implements program objectives assigned to the division including compliance applicable federal and state regulations, laws, and Cal OES policies and processes related to the administration of federal and state mitigation programs. Conducts technical assistance in person and virtually.</p>

35%	<p>Coordinates with federal, state, local, Tribal, and non-governmental stakeholders to meet the objectives of the Unit. Provides programmatic and environmental technical assistance to other state agencies, local governments, federally recognized tribes, private non-profit organizations, branch chiefs and regional administrators before, during, and after disasters; assists the Division Chief with development of standards, planning guidelines, and making policy recommendations to executive staff on program strategies; and coordinates the development and implementation of procedures and tools to solicit, review, award, and monitor hazard mitigation projects and plans to completion.</p> <p>Ensures that work program elements are coordinated between other Hazard Mitigation Section Units and Divisions, and between local, state, and federal agencies including the Federal Emergency Management Agency; oversees coordination with local, state, federal staff, and their contractors to administer mitigation programs, including the environmental/historic review and planning processes, hazard mitigation planning process, grant review, project implementation, coordination with other Cal OES programs.</p>
20%	<p>Supervises and oversees unit members in developing program work schedules; makes and reviews assignments; monitors program products and deadlines; allocates resources; identifies personnel and program issues and takes corrective action; hires and trains staff; develops duty statements; evaluates job performance and conducts corrective interviews and actions; applies timely and effective progressive discipline in accordance with personnel needs and state guidelines; guides professional development of subordinate staff; ensures compliance with departmental and state fair labor standards and guidelines; and arbitrates and/or negotiates solutions in personnel conflicts or problems.</p> <p>Reviews and ensures proper completion of staff's time sheets, project time reporting, travel requests, travel expense claims, work plans, training requests, individual development plans, etc.</p>
Percent of Time	MARGINAL FUNCTIONS
5%	<p>OTHER RELATED DUTIES AS REQUIRED</p> <p>Performs other related duties as required to fulfill the Cal OES mission, goals, and objectives. Additional duties may include but are not limited to: (a) assisting where needed within the program, which may include special assignments; (b) complying with general State and Cal OES administrative reporting requirements and (c) attending staff meetings.</p> <p>Additional duties may include representing the Recovery Operations Directorate at meetings and conferences; making presentations on disaster activities to executive staff and professional associations, among others; assisting in JFO; participating in drills, training exercises, and disaster recovery operations; coordinating with other Branch/Section Managers; Regional Administrators; and representatives of other state and federal agencies to promote effective implementation of Cal OES' objectives and disaster assistance programs; and performing other duties as required.</p>

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 type="checkbox"/>	<input checked="" type="checkbox"/>
MOVEMENT: Delivering material to others; picking up materials from others; copying; faxing; distributing information; filing.	<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 type="checkbox"/>	<input checked="" type="checkbox"/>
STANDING:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BALANCING:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input 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 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.	<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
LIFTING UP TO 10 LBS. OCCASIONALLY:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LIFTING UP TO 20-50 LBS. OCCASIONALLY AND/OR 25-50 LBS. FREQUENTLY:	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CARRYING: Distributing mail; reports; stocking supplies.	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>
WORKING INDOORS:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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