

DUTY STATEMENT☒ **CURRENT**☐ **PROPOSED**

RPA Number: 25-SMRP-173	Classification Title: Sr Environmental Planner	Position Number: 810-181-4713-002
Incumbent Name:	Working Title:	Effective Date:
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: Site Mitigation and Restoration Program	Section/Unit: CEQA	Reporting Location: Cal Center
Supervisor's Name: Candace Hill	Supervisor's Classification: Supervising Environmental Planner	CBID: S01
Confidential Designation: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Designated Position for Conflict of Interest: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Position Telework Eligible: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Supervision Exercised: <input checked="" type="checkbox"/> None <input type="checkbox"/> Lead <input type="checkbox"/> Managerial <input type="checkbox"/> Supervisory		

Human Resources Use Only:**HR Analyst Approval**

HR Analyst Name	HR Analyst Signature	Date
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General Statement

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to department policies and procedures regarding attendance, leave, and conduct.

Equity Statement

The Department of Toxic Substances Control (DTSC) values diversity, equity, and inclusion throughout the organization. We foster an environment where employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. We believe the diversity of our employees is essential to inspiring innovative solutions. Together we further our mission to protect California's people and environment from harmful effects of toxic substances by restoring contaminated resources, enforcing hazardous waste laws, reducing hazardous waste generation, and encouraging the manufacture of chemically safer products.

Position Description

Under general direction of the Supervising Environmental Planner (Branch Chief) in the California Environmental Quality Act (CEQA) Branch, the Senior Environmental Planner plans carry out the details of the most difficult, complex, and high-profile studies and investigations related to CEQA implementation within DTSC. Duties include, but are not limited to:

Essential Functions (Including percentage of time):

35%	<u>Environmental Analysis Management</u> Leads the work of multidisciplinary staff in the planning, coordination, and completion of environmental analyses and investigations for large, technically complex cleanup projects within California. Such analysis and investigations include Environmental Impact Reports (EIRs) and Initial Studies/Negative Declarations/Mitigated Negative Declarations (ISs/Neg Decs/MNDs). Reviews and screens Request for Qualifications from prospective environmental consultants by applying standards relating to the candidate consultant's experience in preparing such analyses and investigations utilizing environmental planning technical expertise. Evaluates available staff resources to complete analyses pursuant to expected time frames and overall plan of approach to meet DTSC's project needs. Participates as a panel member during environmental consultant interviews, selection, and hiring processes. Drafts Statements of Work that outline environmental analysis preparation details for technical program approval. Coordinates with the DTSC Office of Legal Affairs and technical programs to develop Third-Party Memoranda of Understanding and serves as project manager over environmental consultants and related work products. Reviews and provides guidance to management to ensure adequacy of draft and final environmental analyses and investigations. Monitors the preparation of environmental analyses and investigations, as well as other complex project documents and timeframes to prepare progress reports to technical programs, upper management, and the Director.
20%	<u>Responsible and Trustee Agency Coordination</u> Reviews and evaluates local, regional, state, and federal plans to assess potential environmental impacts of projects that may require secondary approval action by DTSC. conducts scoping meetings with Responsible and Trustee Agencies; determines effective mitigation measures based upon local, regional, state, and federal requirements; and conducts investigative environmental surveys and studies for incorporation into environmental analyses.
20%	<u>Site Visits/Environmental Investigations and Facilitation</u> Conduct site visits to assess the potential impacts on public health and the environment on projects undertaken by the DTSC and in compliance with applicable environmental laws. Gathers data and reviews and observes various environmental media on sites. Evaluates the surrounding communities and completes assessments related to potential impacts. Analyzes the findings and develops reports to support the proposed projects. Conducts and participates in meetings, hearings, and workshops with members of local, state, and federal agencies. Meets with local organizations and community groups in preliminary project planning stages and throughout the environmental analyses development process to solicit input into such analyses. Meets with the public during the planning, preparation and approval of environmental reports and investigations. Prepares and makes presentations to Responsible and Trustee agencies, and members of the public in public meetings on environmental project development, and general CEQA requirements.
10%	<u>In-House CEQA Consultation and Leadership</u> Provides policy, procedures, and guidance to DTSC management and programs on environmental assessment and protection laws and regulations for statewide planning purposes. Conducts DTSC CEQA training to technical program staff.
5%	<u>Administrative Tasks</u> Performs administrative duties including, but not limited to adherence to DTSC policies, rules, and procedures; submits administrative requests including leave, overtime, travel, and training in a timely and appropriate manner; and accurately reports time in the Daily Log system and submits time sheets by the due date.

Marginal Functions (Including percentage of time):

5%	<u>Policy, Procedure, & Guidance</u> Develop policies, procedures and guidance documents related to CEQA implementation within DTSC. Responds to inquiries from DTSC staff and the public on general CEQA application.
5%	<u>Legislation</u> Reviews and comments on the most complex and technical legislative proposals and regulation

packages that may impact DTSC from a statewide perspective, as they relate to CEQA and that are critical to DTSC in meeting its mission. Prepares bill analyses and reports conclusions and findings to upper-level management and Executive staff.

Typical Physical Conditions/Demands:

The job requires extensive use of a personal computer and the ability to sit/stand at a desk, utilize a phone, and type on a keyboard for extended periods of time. Required to stand, bend, squat, reach, grasp and pick up items consistent with office work. Individually able to transport up to ten pounds.

Typical Working Conditions:

Works in an office setting in a multi-story building with artificial light and temperature control and attends meetings in similar settings. A telework schedule is available (the incumbent will be expected to be available through various platforms throughout the day to communicate on work related activities). The work schedule is Monday through Friday. Travel may be required locally and within the state. If travel is required, it will be by commercial carrier or auto, whichever method is in the best interest of the State.

Special Requirements of Position (Check all that apply):

- ☐ Duties performed may require pre-employment and/ or routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.).
- ☒ Duties require participation in the DMV Pull Notice Program.
- ☐ Performs other duties requiring high physical demand. (Explain below)
- ☐ Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles.
- ☒ Other (Explain below)

Explanation:

Possession of a valid California Driver's License and enrollment in the DMV Pull Program is required. Maintenance of field certification, 40-hour HAZWOPER, annual DTSC HAZWOPER refresher, biennial first aid/CPR/AED, and defensive driving. Attends meetings, hearings, and work with staff statewide to complete projects and work assignments. Proficient with various computer software programs including, but not limited to, Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, Project, Access), Adobe products (PDF). The incumbent: leads by example and acts as a mentor to staff in subordinate classifications; demonstrates leadership in all aspects of job performance; works well with others; and is punctual, dependable, and courteous.

Supervisor Statement

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee with a copy of this duty statement.

Supervisor Name	Supervisor Signature	Date

Employee Statement

I have discussed these duties with my supervisor and have been provided with a copy of this duty statement. I certify I have read, understand, and can perform the duties of this position either with or without reasonable accommodation*.

**Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity. (If you believe reasonable accommodation is necessary, check yes. If unsure of the need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with Reasonable Accommodation Coordinator.)*

Do you need reasonable accommodation to perform the essential functions of this position?

☐ **YES** ☐ **NO**

Employee Name

Employee Signature

Date