



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Delta Protection Commission	Senior Environmental Planner	539-101-4713-001
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Delta Protection Commission	Senior Environmental Planner	SO1
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Delta Protection Commission	West Sacramento	N/A
STATE HOUSING	IMMEDIATE SUPERVISOR	
Housing not available	Executive Director	

SENSITIVE POSITION DESIGNATION (Check if applicable)

Sensitive Position as designated by the Department per [California Code of Regulation \(CCR\) 599.961](#)

POSITION DESCRIPTION

Under general direction of the Executive Director, this position operates without supervising responsibility performing the most difficult and complex program functions in areas such as planning, project development, and grants management. The position will conduct analytical studies, formulate procedures and policies, make recommendations directly to the Executive Director on a broad spectrum of program-related issues that impact the Sacramento-San Joaquin Delta, and represent the Commission as assigned. Frequent use of Microsoft Office Suite and project collaboration software (such as TEAMS and SharePoint).

ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.

ESSENTIAL FUNCTIONS:

%	TASK/DUTIES
40%	Functions as the lead and primary contact responsible for the Commission's Land Use and Resource Management Plan (LURMP) by overseeing and preparing documents, including but not limited to Commission comment letters on Delta land use projects, LURMP amendments, technical letters for Executive Director's signature, staff reports, and resolutions for the Commission; monitoring, analyzing, and tracking state and local projects that are impacting the LURMP; processing appeals made under LURMP; and attending coordination meetings in order to provide consistent review of projects which ensures oversight of the Commission's interests and compliance with state and Commission mission, goals, objectives, policies, and procedures.
25%	Serve as lead on issues related to the Delta Plan, water rights and water regulatory processes, and levees; serving as the primary liaison with the Delta Stewardship Council, the State Water Control Resources Board, and the Central Valley Flood Protection Board.
20%	Functions as the lead and primary contact for assessing, tracking and implementing Community Actions Plans for legacy communities by supporting grant applications by legacy communities, regional authorities, or counties; obtaining all required statutory, administrative, and regulatory approvals on selected community enhancements to ensure compliance with project scope, budget language, and all applicable law, rules, and regulations, including reporting on progress while maintaining full fiscal accountability and transparency of Commission activities in this program. Provide guidance to other agencies and entities engaged in related economic development, environmental analysis, land management, planning, and research by meeting and conferring with individuals and groups; incorporating the input of interested agencies and entities into

	community planning; and presenting at public workshops, inter-agency events, or professional conferences.	
10%	Functions as a grant and contract manager for projects and a research assistant on issues related to levee maintenance and improvements, cultural resource preservation, emergency response practice, and legislation; and other duties as required in alignment with the Senior Environmental Planner Class Specification.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.	
TYPICAL WORKING CONDITIONS		
This position is eligible for telework in accordance with DGS's Telework Policy, and will be required to report to the office as needed/required. The successful candidate must reside in California upon appointment.		
<ul style="list-style-type: none"> - Professional office environment working in standard office configuration, executive offices and cubicles. - Regular use of standard office equipment, data and communications-related technologies such as personnel computer applications, telecommunications equipment, Internet, voice mail, copiers, voice amplification equipment, etc. - Maintain stationary positions, for prolonged periods. - Fast-paced work environment with competing priorities and tight deadlines. - Regular work outside of regular business hours including work during evenings and weekends at least six times per year. - 10% occasional day and/or overnight travel throughout the state via car, air, and public transit as permitted under public health guidelines; traveling to remote areas at least six times per year in a vehicle. 		
TELEWORK DESIGNATION:		
This position is designated as Telework Eligible - Remote Centered.		
SPECIAL REQUIREMENTS:		
Possession of a valid class C driver's license is required.		
<p>The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.</p>		
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 (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE
EMPLOYEE STATEMENT:		
I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.		
EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE