

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

EMPLOYEE:	CLASS TITLE: Senior Environmental Planner	HEADQUARTERS: Santa Ana
PROGRAM/UNIT: Recovery Directorate / Recovery Operations Section / Recovery Closeout and Infrastructure Branch/Public Assistance Division I	POSITION/ CONTROL NUMBER: 163-534-4713-904 CN 51628	CBID: S01
TENURE: Limited Term	TIME BASE: Full Time	WORK WEEK GROUP: E
APPT EFFECTIVE DATE:	Range (If Applicable)	PROBATIONARY PERIOD: <input type="checkbox"/> 6 Mos. <input type="checkbox"/> 12 Mos. <input checked="" 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 Senior Environmental Planner (SEP) will be under the general direction of the Program Manager II.		
2. SUPERVISION EXERCISED: The SEP will supervise professional and technical staff which can consist of permanent, limited term and temporary staff.		
3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES) Ability to sit in a normal seated position for extended periods; and the ability to effectively handle multiple tasks and changing priorities. Works in an office setting with artificial light and temperature control. Must have the ability to use a computer and telephone, which is essential, as the majority of the work performed, is in utilizing these tools.		
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 and 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 provide assistance in emergency response and recovery activities. All staff is 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/PSC Operations (Technicians)/PSC Engineering (Engineers)). 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:

Under the general direction of the Program manager II, the SEP is responsible for the implementation of program objectives for Environmental and Historic Preservation (EHP) in the Recovery Directorate and CalOES. The incumbent will independently conduct technical and procedural review of pending grant awards to determine whether the proposed projects are in compliance with state and federal environmental regulations, document potential audit findings, and conduct final review during closeout out with Recovery Operations, Public Assistance, and Hazard Mitigation Assistance. Performs analysis and provides recommendations on methods to mitigate environmental impacts; assists in addressing complex environmental issues. Oversees Cal OES and subrecipient training and exercises discretion in providing oversight and coordination for projects or programs. Maintains liaison with other governmental agencies and the private sector, evaluates program performance and outcomes, and represents the organization in compliance negotiations, policy implementation, and strategic planning. Performs other related tasks to support the objectives and goals of the Cal OES Recovery Directorate.

In alignment with our commitment to diversity, equity, inclusion, and accessibility, all Cal OES employees are encouraged to promote and foster an equitable and inclusive workplace environment.

Percent of Time	ESSENTIAL FUNCTIONS
30%	<p>Environmental Compliance Guidance Works with state and federal resource agency representatives to develop post disaster guidance (i.e., Environmental Protection Plan) from which the California Environmental Protection Agency (Cal EPA) and California Natural Resources Agency (NHRA) Secretaries can issue temporary suspensions to applicable resource laws to expedite community recovery activities. Prepare reports concerning environmental issues or instances of non-compliance with the Environmental Protection Plan (EPP) and assist in adjudicating and reporting matters to state and federal partners for resolution. Recommends changes to existing policies or support the creation of new policies to improve the application of the EPP with Recovery Operations. Provides guidance and support to Recovery Operations, Public Assistance, and Hazard Mitigation to ensure that the environmental compliance component of grant applications is processed in a fair and expeditious manner, which may include tracking project approvals by state and federal agencies and working with all interested parties in quickly resolving environmental/historic concerns. Works 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. Facilitating meetings and public informational sessions, along with other coordination responsibilities. Coordinating Cal OES review of various FEMA program documents related to specific environmental and historic issues, including the review of FEMA-generated Programmatic Agreements, Memoranda of Agreement, Categorical Exclusions, Environmental Assessments, and Environmental Policy Memoranda</p>
30%	<p>Environmental/Historical Planning & Review Conducts review of state and local Recovery Operations, Public Assistance, and Hazard Mitigation grant projects for compliance with applicable state and federal environmental laws, respectively, the California Environmental Quality Act (CEQA), National Environmental Policy Act (NEPA), and the local, state, and federal natural resource laws, and applicable Executive Orders. 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 applicable state and federal laws and Programmatic Agreements between Cal OES, the Federal Emergency Management Agency (FEMA), and State Historic Preservation Office (i.e., National Historic Preservation Act (NHPA) Section 106). May also assist FEMA in the review and approval of Public Assistance and Hazard Mitigation grant applications and closeouts in accordance with the National Historic Preservation Act, and other applicable federal laws, regulations and policies.</p>
25%	<p>Supervision Supervises and oversees staff in developing program work schedules, making and reviewing assignments, monitoring program products and deadlines, identifying program problems and taking corrective action, hiring and training staff, developing duty statements, evaluating job performance and conducting corrective interviews, and applying progressive discipline in accordance with personnel needs and state guidelines, ensuring compliance with departmental and state fair labor standards and guidelines, and arbitrating and/or negotiating solutions in personnel conflicts or problems. Plans and supervises the work of staff conducting comprehensive environmental studies.</p>
10%	<p>Communication Develops and conducts EHP training to assist local, state, and federal employees in the understanding the application of environmental, historical preservation and cultural resource laws to Public Assistance, Hazard Mitigation Assistance, Disaster Debris and</p>

	Hazard Tree Removal disaster recovery activities. Duties may include representing the Directorate 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.
<i>Percent of Time</i>	MARGINAL FUNCTIONS
5%	<p>Other Job-Related Duties as Required</p> <p>The incumbent will perform other related duties as required to fulfill the Cal OES mission, goals, and objectives. Additional duties may include, but not limited to: assisting where needed within the program, which may include special assignments; complying with general State and Cal OES administrative reporting requirements (i.e. completion of time sheets, travel requests, travel expense claims, work plans, training requests, individual development plans, etc.); attendance at staff meetings; and other duties as directed by the Warning Center Supervisor or the Executive Duty Officer.</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 checked="" type="checkbox"/>	<input type="checkbox"/>
MOVEMENT: Delivering material to others; picking up materials from others; copying; faxing; distributing information; filing.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BALANCING:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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 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 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WORKING IN CONFINED SPACE: Enclosed office environment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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