

DEPARTMENT OF CONSERVATION
POSITION DUTY STATEMENT
PO-199 (Revised 07/26)

☒ CURRENT ☐ PROPOSED

POSITION INFORMATION	
NAME	MCR 1
CLASSIFICATION Associate Environmental Planner	POSITION NUMBER 538-201-4711-010
WORKING TITLE Associate CEQA Environmental Planner	DIVISION/UNIT California Geologic Energy Management Division/ CEQA Program
EFFECTIVE DATE	LOCATION Sacramento/Headquarters
BARGAINING UNIT R01	CONFLICT OF INTEREST DESIGNATION 4

REQUIREMENTS OF POSITION			
☐ MEDICAL EVALUATION	☒ CONFLICT OF INTEREST	☐ TRAVEL REQUIRED	☐ BILINGUAL FLUENCY
☐ SUPERVISORY	☐ SPECIALIST	☐ DRIVER LICENSE	☐ PROFESSIONAL LICENSE
☐ TYPING CERTIFICATE	☒ HYBRID	☐ OTHER	

DEPARTMENT STATEMENT:

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. You are expected to work cooperatively with team members and others to enable the Department to provide the highest level of service possible. Your efforts to maintain regular attendance and treat others fairly, honestly, and with respect are critical to the success of the Department's mission and vision.

GENERAL STATEMENT:

Under the general direction of the Senior Environmental Scientist (Supervisor), the incumbent will function as an Associate Environmental Planner in the California Environmental Quality Act (CEQA) Unit within the Division of Oil, Gas and Geothermal Resources, Headquarters Office. The incumbent will be responsible for determining whether or not proposed projects within the Division are subject to CEQA, and for preparing and/or reviewing environmental documents, required notices, and any additional documentation as required by CEQA. This includes working independently to research, analyze, and assess the most difficult and complex environmental documents pursuant to CEQA, and coordinating with internal and external stakeholders to ensure proposed projects meet the procedural and substantive requirements of CEQA. Duties include, but are not limited to:

ESSENTIAL FUNCTIONS

PERCENT	DESCRIPTION
35%	Environmental Analysis Prepare and review environmental documents and other applicable documentation for

	compliance with the requirements of CEQA and the National Environmental Policy Act (NEPA) to ensure that all procedural and substantive requirements are met for the Division's oil, gas, and geothermal permit activities (projects). Conduct complex analysis of land and the environment, planning and zoning, and related federal, State, and local laws and regulations for inclusion in environmental documents. Conduct research and analyze documentation provided by the applicant and technical information available elsewhere to identify the potential for and significance of environmental impacts and develop alternatives and mitigation measures to avoid or minimize identified impacts. In coordination with industry, local planning and permitting agencies, and Division and Legal staff, determine the Division's CEQA role as either lead or responsible agency, the level of environmental analysis required for projects subject to CEQA, and the potential for environmental impacts. Participate in the planning, development, and implementation activities of the CEQA Unit. Coordinate and oversee contractor work, in the event an outside contractor is used to help prepare all or a portion of the environmental document. Remain current on CEQA statute, regulations and case law through research and analysis, and training.
30%	Project Coordination Consult and coordinate with Division and Legal staff, contractors, internal and external stakeholders, industry, and tribal representatives on the environmental review and analysis of proposed projects. Participate in consultation and scoping meetings with the public, industry, government agencies, and tribal representatives to obtain comments on the scope and substantive issues concerning the draft environmental document and its analysis. Respond to detailed and sensitive comments from the public and government agencies on the Division's environmental impact determinations, requests for additional environmental protection activities/studies, and to provide additional environmental information necessary for completion of a defensible environmental document. In coordination with Division and Legal staff, review and prepare responses to comments on the draft environmental document prepared for the project.
25%	Documentation and Maintenance Research, analyze, report, and assess complicated environmental data, records, and documentation; and maintain and organize information utilizing software applications including but not limited to spreadsheets, word processing software, databases, ArcGIS, and other applicable databases. Prepare and maintain records for proposed and completed CEQA projects, including database tracking systems, and document project compliance. Prepare and file CEQA notices accordingly. Develop and maintain spreadsheets, forms, templates, FAQs, checklists, procedures, guidance documents, and other tools to use for advancing the CEQA Unit's mission in the most efficient and effective manner.

MARGINAL FUNCTIONS

PERCENT	DESCRIPTION
5%	Administrative Perform administrative duties including, but not limited to adhering to Department policies, rules and procedures, submitting administrative requests including leave, overtime, travel, and training in a timely and appropriate manner; and accurately reporting time and submitting timesheets by the due date.

5%	Division Representative Participate as the Division’s CEQA Unit representative on environmental issues at internal and/or external job-related conferences and meetings. Participate and assist in the development, organization, and presentation of training material on CEQA compliance for Division staff and industry representatives. Conduct field visits at project sites, as necessary, to identify the potential for environmental impacts, and to ensure compliance with mitigation measures. Perform other class-related duties, as needed.
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SUPERVISION RECEIVED:

The Associate Environmental Planner reports directly to and receives most assignments from the Senior Environmental Scientist (Supervisor). However, direction and assignments may also come from the CEQA Program Environmental Program Managers as well as other Division supervisors or managers.

SUPERVISION EXERCISED:

None.

ADMINISTRATIVE RESPONSIBILITIES FOR SUPERVISORS AND MANAGERS:

None.

PERSONAL CONTACTS:

Contacts will include but are not limited to: Department of Fish and Wildlife, Air Resources Board and local Air Districts, State and Regional Water Boards, Department of Toxic Substance Control, local planning departments, non-government organizations, industry, the general public, and other entities concerned with potential environmental impacts.

ACTIONS AND CONSEQUENCES:

If the job is not adequately executed, the consequences may result in additional time to conduct the environmental review, furthering delays and additional costs to the State and applicants.

CONDUCT AND ATTENDANCE EXPECTATIONS:

Telework may be available for this position in accordance with the Department of Conservation’s Telework Policy and procedures.

This position requires independence and the ability to take the initiative to identify and complete tasks. This position also requires good project management and time management skills. Additionally, a working knowledge on the use of word processing software (Word, Excel, PowerPoint, Access Database) is necessary to perform the tasks of this position.

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

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

FREQUENCY	DESCRIPTION
Constantly	• Sitting at a desk and/or in front of a computer screen, moving about the office, and standing or sitting during in-person meetings. • Perform repetitive hand motion, simple grasping, fine manipulation, pushing and pulling with right and left hands. • Bend (neck and waist), squat, kneel, and twist (neck and waist). • Reaching above and below shoulder level. • Using multi-line telephone console or a cordless telephone with headset.
Occasionally	• Lifting and carrying up to 20 pounds. • Transport and move heavy objects. • Travel and hiking in remote areas. • Travel in California via private or public transportation (i.e., automobile, airplane, etc.), which may require overnight travel.

The duties of this position are subject to change and may be revised as needed or required.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation (if you believe reasonable accommodation is necessary, discuss your concerns with your supervisor).

Employee Printed Name

Employee Signature

Date

I have discussed the duties of this position with, and have provided a copy of this duty statement to, the employee named above.

Supervisor Printed Name

Supervisor Signature

Date

DEPARTMENT OF CONSERVATION
POSITION DUTY STATEMENT
PO-199 (Revised 08/26)

☐ CURRENT ☒ PROPOSED

POSITION INFORMATION	
NAME	MCR 1
CLASSIFICATION Environmental Planner	POSITION NUMBER 538-201-4640-XXX
WORKING TITLE CEQA Environment Planner	DIVISION/UNIT California Geologic Energy Management Division/ CEQA Program
EFFECTIVE DATE	LOCATION Sacramento Headquarters
BARGAINING UNIT R01	CONFLICT OF INTEREST DESIGNATION 4

REQUIREMENTS OF POSITION			
☐ MEDICAL EVALUATION	☒ CONFLICT OF INTEREST	☐ TRAVEL REQUIRED	☐ BILINGUAL FLUENCY
☐ SUPERVISORY	☐ SPECIALIST	☐ DRIVER LICENSE	☐ PROFESSIONAL LICENSE
☐ TYPING CERTIFICATE	☒ HYBRID	☐ OTHER	

DEPARTMENT STATEMENT:

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. You are expected to work cooperatively with team members and others to enable the Department to provide the highest level of service possible. Your efforts to maintain regular attendance and treat others fairly, honestly, and with respect are critical to the success of the Department's mission and vision.

GENERAL STATEMENT:

Under the general direction of the Senior Environmental Scientist (Supervisor) the Environmental Planner will be a California Environmental Quality Act (CEQA) Unit member in the California Geologic Energy Management Division (CalGEM), Headquarters Office in the Department of Conservation (DOC). The incumbent will be responsible for complying with CEQA for CalGEM projects. Working under supervision in a learner capacity the incumbent will research, analyze, and assess environmental documents pursuant to CEQA. As knowledge and skills are developed the incumbent will be performing work of average difficulty, including conducting and assisting in the preparation of environmental documents. The incumbent will work as a team member and coordinate with internal and external stakeholders to ensure proposed projects meet the procedural and substantive requirements of CEQA. The incumbent must be able to communicate in a professional manner with the diverse community of California, colleagues, agency representatives, and other stakeholders, and present at internal and external meetings. Duties include, but are not limited to:

POSITION DUTY STATEMENT**ESSENTIAL FUNCTIONS**

PERCENT	DESCRIPTION
35%	Environmental Analysis Research, analyze, and assess environmental documents. Conduct and assist in the preparation of environmental documents and other applicable documentation for compliance with the requirements of CEQA and the National Environmental Policy Act (NEPA) to ensure that all procedural and substantive requirements are met for CalGEM's permit activities (projects). Conduct analysis of land and the environment, planning and zoning, and related federal, State, and local laws and regulations for inclusion in environmental documents. Conduct research and analyze documentation provided by applicants and other technical information to identify the potential for and significance of environmental impacts and develop alternatives and mitigation measures to avoid or minimize identified impacts. In coordination with industry, local planning and permitting agencies, CalGEM staff determine the Division's CEQA role as either lead or responsible agency. CalGEM staff determine the level of environmental analysis required for projects subject to CEQA and the potential for environmental impacts. Participate in the planning, development, and implementation of activities in the CEQA Unit. Coordinate and assist with overseeing contractor work to prepare CEQA documents. Remain current on CEQA statute, regulations, and case law.
30%	Project Coordination Participate as a CalGEM representative on environmental issues at meetings. Communicate in a professional manner with the diverse California community, colleagues, agency representatives, and stakeholders. Develop and present information at meetings. Consult and communicate with CalGEM staff, stakeholders, industry, and tribal representatives on the process, as well as the environmental review and analysis of proposed projects. Assist and participate in consultation and public meetings to obtain project information. Respond to detailed and sensitive comments from the public and government agencies on the Division's environmental impact determinations, requests for additional environmental protection activities/studies, and to provide additional environmental information necessary for completion of a defensible environmental document. In coordination with Division and Legal staff, review and prepare responses to environmental comments on the draft environmental document prepared for the project. Make CEQA determination recommendations to management. Assist in the development of CEQA training programs for internal and external parties.
25%	Documentation and Maintenance Research, analyze, and assess complicated environmental data, records, and documentation. Maintain and organize information using excel spreadsheets, ArcGIS, and other applicable databases. Prepare and maintain records for CEQA projects, including database tracking systems, and the administrative record. Prepare and file CEQA notices accordingly. Develop and maintain spreadsheets, documents, and other tools to use for maintaining and advancing CalGEM's mission in the most efficient and effective manner.

MARGINAL FUNCTIONS

PERCENT	DESCRIPTION
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POSITION DUTY STATEMENT

5%	Administrative Adhere to Department policies, rules, and procedures; submits administrative requests including leave, overtime (as applicable), travel, and training in a timely manner; accurately reports time and leave on timesheet; reflects leave, trainings, and meetings in Outlook work calendar as soon as scheduled.
5%	Division Representative Participate as the CalGEM CEQA Unit representative on environmental issues at job-related conferences and meetings. Participate and assist in the development, organization, and presentation of CEQA training material for DOC staff and industry representatives. Conduct field visits at project sites as necessary, to identify the potential for environmental impacts, and to ensure compliance with mitigation measures. Perform other duties, as needed.

SUPERVISION RECEIVED:

The Environmental Planner reports directly to and receives assignments from the Senior Environmental Scientist (Supervisor). However, direction and assignments may also come from the CEQA Program Environmental Program Managers as well as other Division supervisors or managers.

SUPERVISION EXERCISED:

None

ADMINISTRATIVE RESPONSIBILITIES FOR SUPERVISORS AND MANAGERS:

None

PERSONAL CONTACTS:

Contacts will include but are not limited to state and federal agencies, local government, non-government organizations, industry, the public, and other entities.

ACTIONS AND CONSEQUENCES:

If the job is not adequately performed, the consequences may include, but are not limited to:

- CalGEM may be unable to meet its State and federal mandates.
- Possible negative effects on the environment, as well as human health and safety.
- Negative publicity.
- Negative impacts on the CalGEM's relationships.

CONDUCT AND ATTENDANCE EXPECTATIONS:

Telework may be available for this position in accordance with the Department of Conservation's Telework Policy and procedures.

This position requires independence and the ability to take the initiative to identify and complete tasks. This position also requires good project management and time management skills. Additionally, a working knowledge on the use of word processing software (Word, Excel, PowerPoint, Access Database) is necessary to perform the tasks of this position.

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POSITION DUTY STATEMENT

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I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation (if you believe reasonable accommodation is necessary, discuss your concerns with your supervisor).

Employee Printed Name	Employee Signature	Date
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I have discussed the duties of this position with, and have provided a copy of this duty statement to, the employee named above.

Supervisor Printed Name	Supervisor Signature	Date
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