

State of California
GOVERNOR'S OFFICE OF EMERGENCY SERVICES
POSITION DUTY STATEMENT
BU: 1, 4, 9, 10, 11, 12 & 14

EMPLOYEE:	CLASSIFICATION: Associate Environmental Planner (Archeology)	HEADQUARTERS: Mather Campus
PROGRAM/UNIT: Recovery Directorate/ Hazard Mitigation Section/ Hazard Mitigation Assistance Branch/ Hazard Mitigation Quality Assurance Division	POSITION NUMBER: 553-4634-001 CN 62058	CBID: R01
TENURE: Permanent	TIME BASE: Full-Time	WORK WEEK GROUP: 2
APPT EFFECTIVE DATE:	RANGE (IF APPLICABLE):	PROBATIONARY PERIOD: ☒ 6 Mos. ☐ 12 Mos. ☐ N/A
IMMEDIATE SUPERVISOR:	CONFLICT OF INTEREST CATEGORY: ☐ Yes ☒ No	DMV PULL PROGRAM: ☐ Yes ☒ No

1. SUPERVISION RECEIVED:
The Associate Environmental Planner (Archeology), (AEPA), works under the general direction of the Quality Assurance Division, Program Manager II (PM II), Office of Emergency Services.

2. SUPERVISION EXERCISED:
This position does not supervise other staff but may serve in a lead capacity within the scope of particular studies.

3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES):
Ability to use a personal computer for extended periods and utilize a telephone is essential, as the majority of work is performed using these tools. Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties outlined in this duty statement, with or without reasonable accommodation. To address urgent operational needs or conduct emergency-related recovery activities, the incumbent may occasionally be required to work outside core business hours, travel for work-related meetings or conferences, including out-of-state travel, and respond to disaster activations with short notice.

Must be proficient in word processing skills on a personal computer, and possess strong writing, research, and communication skills. Must also be able to read and understand technical and legal documents, and work in a team environment and possess a current driver's license.

4. PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH WHILE PERFORMING DUTIES):
Will have contact with all levels of California Governor's Office of Emergency Services (Cal OES) staff including executive management; Federal, State, Tribal representatives; local agencies; private sector; academic individuals; Environmental & Historic Preservation (EHP) and other subject matter experts, community-based organizations, military personnel/officials; and the general public.

5. ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED):
Failure to complete planning, outreach, or implementation of assignments by the regulatory deadlines, the funding that the State and subsequently the local jurisdictions receive for mitigation programs could be severely impacted. Failure to complete management assignments by the designated deadlines may impact the Program Manager's and Unit staff's ability to complete their assigned tasks.

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:

The Hazard Mitigation (HM) Section supports the Cal OES mission and strategic plan through the planning, development, and implementation of mitigation-focused plans and projects. The position is responsible for the Environmental & Historic Preservation (EHP) assistance within the entire section with a specific concentration in archeology & cultural resources. This position will assist section-wide program needs, including but not limited to, EHP reviews, Record of Environmental Consideration (REC) reviews, any local, state, and federal EHP conditions placed on projects, and the compilation and/or review of requests for information, etc.

Under the general direction of the Program Manager II, Office of Emergency Services, the AEPA performs complex urban and environmental planning & project review efforts relating to the Hazard Mitigation Assistance (HMA) program within the Cal OES Recovery Directorate. As part of the Quality Assurance Division, the AEPA provides support and direction for a variety of mitigation planning, outreach, and implementation initiatives aimed at increasing resiliency throughout California with a particular focus on archeology, scientific, policy, and mitigation research, analysis, and reporting; critical examination of planning efforts and development of reports and proposals for potential improvements to mitigation implementation efforts.

Works under strict regulatory and administrative deadlines. Supports and may lead Unit members' efforts related in planning, application development, research, project implementation, and analysis. Maintains a routine workload and responds to short term projects and priority assignments. Requires the ability to build relationships with new or unfamiliar organizations or individuals, a strategic and/or analytic way of thinking about project implementation, the ability to balance action and risk effectively and efficiently, and the tenacity and persistence necessary to ensure a full understanding of environmental conditions.

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
35%	Environmental & Historic Preservation (EHP) Reviews Independently performs difficult and complex environmental reviews/studies and planning activities related to the HMA program with a particular focus on archeology and cultural resources reviews for applications and project monitoring activities, including other environmental considerations. Responsibilities include ensuring alignment of related federal, state, and local rules, laws, regulations, policy, etc., and taking on the most complex planning, analysis, and efforts related to EHP activities. Assist with general EHP reviews, Record of Environmental Consideration (REC) reviews, any local, state, and federal EHP conditions placed on projects, and the compilation and/or review of requests for information, etc. Assists in policy development and implementation utilizing independent research focusing on the State Hazard Mitigation Plan (SHMP) efforts and program priorities. Coordinates with other Hazard Mitigation Units to ensure program support for efforts required to implement the SHMP, applications, and projects, including the availability of tools, inclusion of policy principles, and possible interagency collaboration.
30%	Subject Matter Expert Provides expert consultation of complex EHP conditions and reviews, specifically with archeology and cultural resource conditions imposed on projects. Coordinates with all stakeholders during the application and RFI process, including project monitoring phases through project closeout. Is knowledgeable of local, state, and federal EHP rules, regulations, laws, policy, etc. to better assist stakeholders with the entire grant process. Facilitates presentations to internal and external stakeholders on the EHP processes, reviews, specific environmental approaches. Conducts critical examination of EHP planning efforts and develops recommendation reports and proposals for mitigation program efforts ensuring documentation is in compliance with program guidelines. Maintains a working relationship with internal and external stakeholders, technical advisory groups and partnerships, State, Federal, Local, Tribal, non-governmental, academic, and/or private sector participants to troubleshoot implementation issues including hazard mitigation plans, environmental permitting matters, interagency coordination, and changes to project deliverables or schedules. May travel to conduct site visits and facilitate stakeholder interactions and/or provide training.
20%	Environmental Analyses Conducts environmental analyses on existing social systems, environmental values, projected climate impacts, and/or extreme weather events of recent history and the financial impact of those events have on under-resourced regions. As directed, makes contact with community/regional representatives to fulfill specific data or other information needs supporting hazard mitigation efforts and the SHMP. Conducts complex analytical duties to include environmental, urban, archeology, and mitigation legislative analysis, risk assessment, policy comparison, and strategic direction. Participates in the review, analysis, and reporting on complicated topics related to EHP and archeology. Ensures that program deadlines are met.
10%	Program Liaison Serves as the Cal OES' liaison to a variety of hazard-based working groups. Identifies opportunities to integrate community environmental concerns and hazard mitigation planning, application, and project workflows for section-wide effectiveness & efficiency.

Percent of Time	MARGINAL FUNCTIONS
5%	Other Job-Related Duties as Required The incumbent will perform other job-related duties as required to fulfill the Cal OES mission, goals and objectives. Additional duties may include, but not be 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, Empower time reporting, travel requests, travel expense claims, work plans, training requests, individual development plans, etc.); and attendance at staff meetings.

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.	☐	☐	☐	☐	☒
HEARING: Answering telephones; receiving verbal information from outside sources; understanding verbal instruction.	☐	☐	☐	☐	☒
SPEAKING: Receiving visitors; answering inquiries and providing verbal information or instruction.	☐	☐	☐	☒	☐
MOVEMENT: Delivering material to others; picking up materials from others; copying; faxing; distributing information; filing.	☐	☐	☐	☐	☒
SITTING: At a computer terminal or desk; conferring with employees.	☐	☐	☐	☐	☒
STANDING:	☐	☒	☐	☐	☐
BALANCING:	☐	☒	☐	☐	☐
CONCENTRATING: Reviews and reads records/documents, researches, composes, analyzes, compiles, and updates technical documents; multi-tasking; prepares various forms and documents.	☐	☐	☐	☐	☒
COMPREHENSION: Understanding needs of co-workers, clients; understands procedures and practices; Understands laws, regulations related to their work.	☐	☐	☐	☐	☒
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.	☐	☐	☐	☒	☐
LIFTING UP TO 10 LBS. OCCASIONALLY:	☐	☒	☐	☐	☐
LIFTING UP TO 20 LBS. OCCASIONALLY AND/OR 10 LBS. FREQUENTLY:	☐	☒	☐	☐	☐
LIFTING UP TO 20-50 LBS. OCCASIONALLY AND/OR 25-50 LBS. FREQUENTLY:	☐	☒	☐	☐	☐
KEYING: Pushing buttons on telephone; typing; copying.	☐	☐	☐	☐	☒

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
REACHING: Answering phones.	☐	☐	☐	☒	☐
CARRYING: Distributing mail; reports; stocking supplies.	☐	☒	☐	☐	☐
CLIMBING: Stairs	☐	☒	☐	☐	☐
BENDING AT WAIST:	☐	☒	☐	☐	☐
KNEELING:	☐	☒	☐	☐	☐
PUSHING OR PULLING:	☐	☒	☐	☐	☐
HANDLING: Documents, manuals	☐	☐	☐	☒	☐
DRIVING:	☐	☒	☐	☐	☐
OPERATING EQUIPMENT: Computer; telephone; copy machine; fax.	☐	☐	☐	☐	☒
WORKING INDOORS:	☐	☐	☐	☐	☒
WORKING OUTDOORS:	☐	☒	☐	☐	☐
WORKING IN CONFINED SPACE: Enclosed office environment.	☐	☒	☐	☐	☐

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