



DUTY STATEMENT

Classification Title <i>Environmental Planner</i>	RPA Number <i>11624</i>
Working Title <i>Recreation and Public Access Planner</i>	Unit <i>Lands Division</i>
Position Number 357-001-4640-001	Effective Date
Name	Working Hours M-F 8:00-5:00

California Tahoe Conservancy Mission Statement

The mission of the California Tahoe Conservancy is to lead California's efforts to restore and enhance the extraordinary natural and recreational resources of the Lake Tahoe Basin. At the Conservancy, we know the importance of building an organization that is as diverse as the communities we serve. We believe in maintaining an inclusive, safe, and secure work environment, free from discrimination, that values diverse cultures, perspectives, and experiences. Conservancy employees work together to serve all members of the public equitably, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.

General Statement

The Conservancy's Recreation and Public Access Program supports the Lake Tahoe region's highest priority recreation and public access projects and initiatives by working collaboratively with Basin-wide partners and other Conservancy programs to design programs, develop grants, and manage Conservancy-owned recreation destinations and properties. The program is particularly focused on implementing California's Outdoors for All Strategy, which focuses on improving outdoor access for all Californians, especially those facing barriers to accessing the state's outdoor spaces.

The Recreation and Public Access Planner works under the supervision of the Recreation and Public Access Program Supervisor. The incumbent:

- Supports planning, environmental analysis, and implementation of recreation and public access projects on Conservancy lands.
- Implements legislative strategy and tracks legislation and budget proposals, including those related to recreation and public access;
- Analyzes and manages recreation and public access grants;

Job Functions

[Essential (E) / Marginal (M) Functions]:

(40%) SUPPORT RECREATION AND PUBLIC ACCESS PROJECTS (E)

- Support planning and implementation of recreation and access projects. Projects may include those which improve accessibility for people with disabilities, expand and enhance interpretive opportunities, build shared-use trails, support destination stewardship goals, and enhance recreation opportunities on Conservancy lands.
- Perform environmental analysis for recreation and public access projects using CEQA, NEPA, and other regulatory parameters;



DUTY STATEMENT

- Review and comment on draft CEQA and NEPA documents prepared by partner agencies where the Conservancy is a Responsible Agency or otherwise involved with the project;
- Coordinate with recreation partners and statewide organizations, and stay abreast of state-of-the-art recreation and public access design techniques and concepts;
- Analyze special use permits for activities related to recreation and public access on Conservancy lands for consistency with Special Use Program Guidelines;
- Assist in the development of a land management strategy for the Conservancy;
- Monitor and identify projects on Conservancy-owned recreational lands to promote Conservancy and regional stewardship, resilience, sustainability, accessibility, and environmental goals;
- Develop relationships with regional recreation partners, especially those on the north and west shores of Lake Tahoe, including state and local agencies, concessionaires, and businesses to identify and pursue maintenance, operations, and stewardship goals;
- Conduct or attend in-person site visits, as required, for purposes such as evaluating properties for potential project feasibility, special uses, future acquisitions, or land management planning.
- Attend community-based organization meetings to share and elicit project/program information;
- Meet regularly in person with internal project and program teams, including weekly/bi-weekly/monthly team meetings to build camaraderie, improve collaboration across teams and Divisions, and improve communication among team members.

(30%) SUPPORT LEGISLATIVE STRATEGY AND TRACK POLICY (E)

- Develop and support implementation of legislative strategy to increase understanding of Conservancy projects, priorities, and initiatives;
- Represent Conservancy in meetings with legislative and administrative staff and partner organizations;
- Analyze and track legislation and budget proposals related to natural resources, climate resilience, wildfire, forest health, recreation and public access, land conservation, sustainable communities, and habitat conservation;
- Provide information to partners, legislative staff, and administration staff on Conservancy priorities and projects;
- Attend budget and policy committee hearings and provide updates to Conservancy staff on relevant policy changes, budget actions, and administration initiatives;
- Lead tours of Lake Tahoe Basin projects for legislative and administration staff and officials.

(20%) DEVELOP AND SUPPORT GRANTS (E)

- Provide technical assistance, including assisting with and reviewing environmental analysis and surveys, to local government, state, federal, and nonprofit partners related to developing and refining grant applications and projects;
- Review, analyze, evaluate CEQA requirements, and seek Board authorization of grants for recreation and public access that advance the Conservancy's Strategic Plan and mission;
- Engage strategically with Conservancy program staff to evaluate grant applications for multiple benefits and Strategic Plan priorities;
- Monitor grant-funded projects for compliance with CEQA, grant deliverables, and grant other grant requirements;
- Develop grant agreements by working with grantees and Conservancy program, legal, and administrative staff;
- Identify and pursue grant funding opportunities to fund Conservancy recreation and access program goals;



DUTY STATEMENT

- Work with grantees to ensure grant requirements are fulfilled including but not limited to: reviewing invoices for completeness and consistency with grant agreement, reviewing progress reports, tracking expenditures and deliverables, monitoring grant implementation, reporting on grant outcomes, and processing amendments.

(5%) MARGINAL FUNCTIONS (M)

- Determine if project objectives were met using file observations, monitoring reports and other information and whether guidelines and designs require modification to better meet program objectives and maintenance needs; and
- Other duties as required.

(5%) PROFESSIONAL DEVELOPMENT TRAINING IN DIVERSITY, EQUITY, AND INCLUSION (M)

- Participate in professional development training, as well as tasks, trainings and activities that support programmatic and workplace diversity, equity, and inclusion.

Supervision Received

The incumbent reports directly to and receives the majority of assignments from the Recreation and Public Access Program Supervisor; however, direction and assignments may also come from the Director of the Lands Division, Director of the Natural Resources Division, Deputy Director, and the Executive Director.

Supervision Exercised

None

Minimum Qualifications

The incumbent must have:

- A Bachelor's Degree in the Social Sciences, Natural Sciences, or Environmental Design Arts. (Registration as a senior in a recognized institution will admit applicants to the examination, but they must produce evidence of having fulfilled the requirements for graduation before they will be considered eligible for appointment.)

OR

- Experience: One year of experience in social or natural environmental planning, environmental research analysis or environmental evaluation.

AND

Education: Equivalent to graduation from college. (Registration as a senior in a recognized institution will admit applicants to the examination, but they must produce evidence of having fulfilled the requirements for graduation before they will be considered eligible for appointment.) (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

OR

- Experience: One year of experience in the California state service performing environmental planning related duties in a class comparable in responsibility to Management Services Technician, Range B.

AND

Education: Eighteen semester units of related college courses in social science, natural science, environmental studies, cultural resources or economics.

Required Skills:

The incumbent requires the following abilities:



DUTY STATEMENT

- Analyze environmental situations accurately; gather and analyze data; prepare written reports; work effectively with others as an interdisciplinary team member; conduct interviews for data gathering; apply general techniques of insuring participation in the planning process.
- Analyze and collect outdoor recreation data from a variety of sources to identify recreational trends and apply those to projects;
- Ability to analyze state, regional, and local plans and regulations, and design projects accordingly;
- Familiar with California Outdoors for All Strategy and other state environmental, climate, and equity policies and goals.

Knowledge Of

- General ecology or general principles behind planning for the conservation and preservation of natural resources; general principles and techniques of research and statistical analysis; communication skills for purposes of data gathering; techniques and methods of evaluation of environmental impacts; various types of public facilities and how they service the community; State and Federal laws and regulations relating to the environment; State, local and regional governmental organizations as they relate to environmental planning, specific knowledge of either the social sciences, natural sciences or environmental design arts; trends in environmental, urban and regional planning.

Attendance

Must maintain regular and acceptable attendance at such level as is determined at the Conservancy's sole discretion. Must be regularly available and willing to work the hours the Conservancy determines are necessary or desirable to meet its business needs.

Other Information

The duties of this position are primarily performed inside. This position requires prolonged sitting, use of the telephone, personal computer, copier, and may require long periods of traveling by car. The Conservancy office is located at 1061 3rd Street building and is equipped with standard or ergonomic office equipment, as appropriate. Travel may be required to attend internal and external meetings, training, and project sites. This position is eligible for telework, subject to State and Conservancy law and guidelines governing telework.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodations is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for a reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with Human Resources.)

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

Employee Signature	Employee Printed Name	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 Signature	Supervisor Printed Name Chris Mertens	Date