

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

EMPLOYEE:	CLASSIFICATION: Environmental Planner	HEADQUARTERS: Mather Campus
PROGRAM/UNIT: Recovery Directorate/ Hazard Mitigation Assistance Branch/ Technical Assistance Division/Climate and Flood Resilience Unit	POSITION NUMBER: 556-4640-001 (11977)	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 Environmental Planner (EP) will work under the supervision of the Senior Environmental Planner in the Technical Assistance Division Hazard-Specific Senior Environmental Planner

2. SUPERVISION EXERCISED:
N/A

3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES):
Required to be proficient in all standard programs on a personal computer (including but not limited to word processing and Excel) and possess strong writing, research, communication, and analytical skills. The EP must also be able to read and understand technical and legal documents, and work in a team environment. The incumbent will work a minimum of 40 hours per week with possible overtime in the event of an emergency. Work will generally be conducted in an office setting with artificial light and temperature control. Use of a personal computer and telephone is essential. The EP will frequently travel, conduct fieldwork, and work in the Joint Field Office or Area Field Office. Sitting, standing, and walking requirements are consistent with office and fieldwork.

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, contractors, 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 as 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 supervision of a Senior Environmental Planner, the Environmental Planner (EP) is expected to assist in the coordination of and/or perform environmental planning, analysis, and evaluation of a wide variety of projects and initiatives. As an EP, the incumbent is expected to become proficient in the essential functions listed below in support of the Technical Assistance Division within the Resilience Branch of the Hazard Mitigation Section.

The Technical Assistance Division within the Resilience Branch supports the CalOES mission and strategic plan through the innovation, planning, development, and implementation of mitigation-focused projects and initiatives. The Division is responsible for technical assistance to local jurisdictions in devising plans and projects that will advance climate adaptation and equity outcomes to enhance resilience throughout the state of California. The Technical Assistance Division is expected to work in partnership with the Hazard Mitigation Planning Division to ensure that all proposed projects and pending grant awards are in alignment with the established local and state hazard mitigation plans and are compliant with federal and state environmental and programmatic regulations and laws.

Members of the Technical Assistance Division frequently interact with stakeholders from Local, State, Tribal, Federal, community-based organizations, and private sector agencies and will be expected to provide platinum customer service through community outreach and technical training to all partners. This collaborative Unit strives to create innovative and accessible plans that reduce the risk to lives, property, and the environment throughout the State. The EP is expected to become knowledgeable on the impacts and best management principles concerning methods to mitigate environmental hazards and to assist in resolving difficult and complex environmental issues.

This position may require extensive travel across the State, including overnight stays, to conduct field/site visits and environmental assessments.

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%	Environmental Planning Assist in the preparation of or review technical studies and components of environmental document packages such as: community impact assessments, Section 4(f) evaluations, land use, water quality assessments, farmland evaluations, growth analysis, cumulative impact analysis, and energy studies; and project approval documents, plans, specifications, and estimates. Work closely on conducting Environmental and Historic Preservation (EHP) review of state and local Hazard Mitigation grant projects and applications for compliance with the California Environmental Quality Act (CEQA), National Environmental Policy Act (NEPA), Section 106 of the National Historic Preservation Act, Endangered Species Act, and other applicable state and federal laws, regulations, and policies. Conduct environmental/historical planning on behalf of the Cal OES Recovery Directorate and its recipients/subrecipients, to identify opportunities and methods to reduce environmental, historic, and cultural impacts in accordance with program requirements and state/federal law. Assist in conducting EHP field and desktop surveys and reviews. Assist in conducting Tribal coordination to advance EHP reviews and compliance. Conduct EHP analysis of projects and programs to determine program compliance and gaps. Build capacity to independently conduct technical assistance, virtually and in-person, to federal, state, Tribal, local, and non-governmental partners related to EHP compliance for mitigation planning and project implementation, including by creating tools, presentations, and educational materials.
30%	Technical Assistance Assist in the review of Federal Emergency Management Agency (FEMA) hazard mitigation assistance grant applications and projects for compliance and competitiveness with state and federal mitigation grant programs. Support technical assistance to local governments, Tribes, and non-governmental organizations to plan, design, and seek funding for hazard mitigation projects. Research and recommend technical assistance to integrate principles of climate change adaptation, land use planning, environmental planning, nature-based solutions, and equity into mitigation plans and projects. Assist in conducting technical assistance in-person and virtually and may conduct site visits to potential and active project sites. Coordinate project and application review with state, federal, local, tribal, and NGO partners. Perform project monitoring for compliance with state and federal laws, regulations, and policies, and closeout of completed projects.
20%	Outreach Create and deliver tools, job aids, training, and materials to enhance hazard mitigation planning, project design and prioritization, subapplication and application development, project implementation, EHP compliance, and other related topics, delivering trainings virtually and in-person. Assist in development and conduct training to assist local, state, and federal employees in the understanding of local, state, and federal environmental/historical laws, regulations, and policies, and to assist them in improving program compliance and efficiency. Provide education to federal, state, tribal, local, and non-governmental stakeholders, and the public, related to hazard mitigation, environmental and land-use planning to reduce hazard risk, EHP compliance, climate change and climate adaptation, innovative mitigation strategies including nature-based solutions, equity in mitigation, and other related topics. On occasion, represent the Hazard Mitigation Section at conferences, task force meetings, and similar events.

15%	Interagency Coordination Work with local, state, federal staff, and their contractors to coordinate the environmental/historic review and planning processes, and to assure that Recovery grant applications are processed in a fair and expeditious manner. This may include tracking project approvals by state and federal agencies and working with all interested parties in quickly resolving environmental/historic concerns. Working with Cal OES project monitoring staff to identify and review changes in approved scopes of work, consider time extension requests, evaluate project timetables to expedite project completion and compliance, ensure quality control, conduct meetings and public informational sessions, and other related coordination duties. Coordinate Cal OES review of various FEMA program documents relating to specific environmental/historic issues. This includes the review of FEMA-generated Programmatic Agreements, Memoranda of Agreement, Categorical Exclusions, Environmental Assessments and Environmental Policy Memoranda. Coordinate with internal and external stakeholders to advance mitigation planning and implementation across Cal OES Directorates and in coordination with other state agencies. Review State and Local Hazard Mitigation Plans and coordinate with relevant stakeholders to expedite plan implementation. Write reports, talking points, summaries, and other documentation for diverse audiences.
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, 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:	☐	☒	☐	☐	☐
FINGERING: 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