

JOB DESCRIPTION AND POSITION CLASSIFICATION

DSC 525 (2-PAGE) (REV. 01/10)

CLASSIFICATION Senior Environmental Planner		POSITION NUMBER 530-001-4713-002	MCR 1	RPA # DSC19-004	
APPOINTEE Vacant	EFFECTIVE DATE	DIVISION/SECTION Planning and Performance Division			
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: <input type="checkbox"/> Supervisory Related BU: <input checked="" type="checkbox"/> S01 Confidential Related BU: <input type="checkbox"/> Rank and File BU: <input type="checkbox"/>					
RESPONSIBILITIES EXERCISED <input type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) Jeff Henderson	SUPERVISOR'S CLASSIFICATION Deputy Executive Officer		
APPROVED BY (Personnel Officer or Personnel Analyst's Name) Lynn Borja			DATE 7/9/18		
ALL EMPLOYEES ARE EXPECTED TO WORK COOPERATIVELY WITH OTHERS; MAINTAIN REGULAR, CONSISTENT, PREDICTABLE ATTENDANCE; POSSESS INTEGRITY, INITIATIVE, DEPENDABILITY, AND GOOD JUDGMENT.					
POSITION SUMMARY					
Under the direction of the Deputy Executive Officer, the Sr. Environmental Planner acts as the lead for land use and environmental compliance within the Planning and Performance Division. This position supports the regulatory core function of the Council to ensure programs and projects within the Delta are consistent with Delta Plan policies.					
DESCRIPTION OF DUTIES					
Percent of Time (E) and (M)	Indicate the duties of the position and the percentage of time spent on each. Group related tasks under the same percentage. Percentages should be in increments of 5% with the highest percentage first. Identify essential functions with an (E) and marginal functions with an (M) in the percentage column. "Other duties as required" cannot be used as a task statement.				
25% (E)	Acts as lead for land use expertise and technical input to Delta Stewardship Council (Council) colleagues on Delta Plan. Leads efforts to support economic and/or community development initiatives on behalf of the Council. Researches and writes policy reports with supporting maps and graphics for specialized plans, policies, and projects related to land use planning in the Delta. Advise Council executive management, brief Council members and coordinate with state, federal and local agency officials and stakeholders on Delta Plan implementation. Support the Planning Division Deputy, legal staff, and Executive Management as needed to meet Council core functions.				
25% (E)	Acts as lead for the Council in California Environmental Quality Act compliance through: 1) managing staff review of CEQA documents on potential covered actions for relevance to Delta Plan consistency, and 2) supporting the Planning Division in the development of required environmental compliance documents. Provide oversight to CEQA consultants including contract/task order development, review of deliverables, and invoices.				
20% (E)	Supports the Delta Plan development, implementation, and policy functions within the Planning and Performance Division. Promotes Delta Plan consistency through the Council's regulatory process for covered actions. Formulates/refines procedures for implementing the Council's regulatory functions. Collaborates with other state agencies to identify strategies to integrate, coordinate, and simplify regulatory requirements. With assistance from legal staff, directs preparation of analysis and recommendations for the Council in response to appeals on covered actions. Interprets, summarizes, and communicates information through staff reports, technical papers, and presentations.				
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.					
SUPERVISOR'S NAME (Print) Jeff Henderson		SUPERVISOR'S SIGNATURE ➤		DATE	
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.					
EMPLOYEE'S NAME (Print) Vacant		EMPLOYEE'S SIGNATURE ➤		DATE	

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10% (E)	Supports various activities related to implementation of the Delta Plan, including coordination with the San Francisco Bay Conservation and Development Commission (BCDC), Coastal Commission, and Coastal Conservancy, that are part of California's Coastal Zone Management Plan (CZMP). Coordinates with the federal Office of Coastal Management to ensure compliance with Coastal Zone Management Act (CZMA) procedural requirements for federal-state coordination and public involvement. Serves as liaison with state and federal agencies listed above to ensure coordination on actions that are covered under the coastal management program. Supports activities for the Council in Office of Administrative Law compliance. Supports the Planning Division in the development of required documentation to support any changes to Delta Plan regulations. Provides oversight to consultants engaged in Council activities.		
10%(E)	Provides applicants of potential covered actions under the Delta Plan with technical advice on consistency with Delta Plan policies. Writes comment letters on proposed activities that may be covered actions or are otherwise of interest to the Council. Prepares briefings and recommendations for the Council and Council executive management in response to appeals on covered actions. Supports a team tracking performance measures in the Delta Plan related to protecting and enhancing the unique values of the Delta as a place.		
10% (M)	Participates in and presents at planning workshops and conferences to develop high level understanding of the latest planning approaches and tools needed to support policy and management decisions.		