

## **SENIOR ENVIRONMENTAL PROGRAM ANALYST**

### **DEFINITION**

To perform professional and technical environmental programmatic duties requiring specialized knowledge; to develop, implement, monitor and promote environmental programs; to plan, organize, direct and supervise assigned staff engaged in the Environmental Programs Division of the Public Works Department; and to provide highly responsible professional support to assigned management.

### **DISTINGUISHING CHARACTERISTICS**

This is the advanced journey level in the professional Environmental Program Analyst series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including monitoring and ensuring compliance with outside federal, state and local or regional government environmental program complex requirements and provide direct supervision over assigned professional staff. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from Public Works Director/City Engineer.

Exercises direct supervision over assigned professional and technical staff.

### **EXAMPLES OF ESSENTIAL DUTIES** - Duties may include, but are not limited to, the following:

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for environmental programs; implement policies and procedures.

Plan, prioritize, assign, supervise and review the work of staff involved in environmental programs.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for staffing and projects; monitor and control expenditure.

Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Develop, implement, monitor and promote a variety of environmental programs including activities that reduce greenhouse gas emissions in accordance with Assembly Bill 32 (AB32) and the City's Climate Action Plan and compliance with the City's National Pollution Discharge Elimination System (NPDES) permit, which involves inspection of creeks, businesses and construction sites, trash and pollutant management.

Participate in various regional organizations including the Contra Costa Clean Water Program (CCCWP), Bay Area Stormwater Management Agencies Association (BASMAA) and East Bay Energy Watch program and others; Interact and coordinate activities with representatives or staff of other relevant organizations and groups including the Sustainability Coordinator for Contra Costa County, the Regional Water Quality Control Board, PG&E Governmental Affairs, Contra Costa Flood Control, and Stormwater Coordinators and Stormwater Inspectors from other regional organizations, Code Enforcement Officers, and others as needed.

Collect, analyze and interpret data; monitor energy and water usage for City facilities and develop, promote and implement energy and water efficiency measures; assist to develop policies and procedures related to compliance and enforcement; make recommendations for changes and improvements to existing standards and procedures.

Track applicable grant programs and applications and other funding sources; maintain checklists and use other tools including program manuals, policies and guidelines to ensure compliance with requirements and timelines.

Assist with and/or monitor Capital Improvement Projects (CIPs) relevant to assigned area of responsibility; coordinate with engineers, construction management personnel and others responsible for the capital and operational engineering projects compliance with environmental policies and guidelines.

Assist with budget development for Environmental Services; track Environmental Services budget expenditures; review invoices and spending on accounts, monitor program costs, and related expenses.

Provide analysis and required information for the Stormwater Utility Assessment (SUA) and submit information to City Council annually for approval.

Schedule, coordinate and attend meetings, seminars, conferences, training sessions and staff meeting for departmental staff; prepare agendas and informational packets as needed; take and transcribe minutes for assigned boards and commissions.

Review and document complaints from residents; research needed information to respond to and resolve complaints.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

Methods and procedures of, and techniques for, coordinating and overseeing a variety of assigned environmental programs.

Methods and procedures for collecting, monitoring, tracking, interpretation, analysis, and documentation of data and information related to assigned environmental programs.

Technical requirements of various regulatory agencies and organizations affecting area of assignment.

Methods and procedures for grant tracking, writing, and monitoring and budget development and oversight.

Principles and practices of excellent internal and external customer service including dispute and complaint resolution.

Principles and practices of supervision, training and performance evaluations.

Relevant local, State, and Federal laws, rules and regulations related to area of assignment.

#### Ability to:

Perform the most complex duties related to developing, implementing, monitoring and promoting a variety of environmental programs for the City.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Coordinate with other agencies in the development and implementation of new environmental programs.

Develop budget projections and track invoices and expenditures.

Research, write grants and monitor related requirements for compliance and timelines.

Coordinate, schedule and document content of meetings, training, conferences and seminars related to area of assignment.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

### Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

#### Experience:

Two years of responsible journey experience similar to an Environmental Program Analyst with the City of San Pablo.

#### Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in environmental science or a related field.

### License and Certificate

Possession of, or ability to obtain, a valid California driver's license.

Established: February 2019

FLSA: Exempt