

## **ENVIRONMENTAL PROGRAM ANALYST**

### **DEFINITION**

To perform professional and technical environmental programmatic duties requiring specialized knowledge; to ensure compliance with environmental program regulations and requirements; to participate in regional environmental program meetings acting as liaison for the City; to provide outreach to the public; and to provide professional level support to an assigned supervisor.

### **DISTINGUISHING CHARACTERISTICS**

This is the journey level in the professional Environmental Program Analyst series. Incumbents initially perform the more routine duties assigned to positions in this series and work under close supervision. However, as experience is gained, incumbents are expected to perform the full range of duties as assigned with increasing independence.

This class is distinguished from the Senior Environmental Program Analyst by the latter's level of responsibility, complexity of duties assigned, independence of action taken, the nature of the public contact made and the provision of technical and functional supervision when assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from an assigned supervisor.

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

Act as liaison to and participate on regional and community boards and act as representative of San Pablo and attend meetings as assigned; act as the staff contact for State audits.

Implement and ensure compliance with related environmental ordinances and regulations to a variety of environmental programs and contracts; act as City liaison for initiatives with local utility agencies.

Monitor the City solid waste, recycling and composting activities at City facilities; assist with other environmental programs as assigned.

Inspect creeks, monitor and enforce flooding hazard requirements; review storm water permit requirements.

Provide guidance on Capital Improvement Projects (CIPs) related to permits from outside agencies including bike/pedestrian related designs; assist with plan review for private projects related to trash enclosures, bike parking, storm water treatment, and related areas as assigned.

Implement bike/pedestrian plan, energy conservation activities, and stormwater treatment by applying for grants; encourage projects to include infrastructure.

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Assist to compile division budget; monitor costs and track expenditures.

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 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.

How to analyze, understand and write technical reports, grants and other documents and data related to area of assignment.

Principles and practices of excellent internal and external customer service.

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

#### Ability to:

Perform professional and technical environmental programmatic duties requiring specialized knowledge, ensure compliance with environmental program regulations and requirements and provide outreach to the public.

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 and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Analyze, understand and write technical reports, related documents and data.

Monitor a budget and track expenditures.

Coordinate and participate in public outreach with various stakeholders and attend specialized meetings related to areas 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.

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

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 professional environmental program experience.

#### Training:

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

### License and Certificate

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

ESTABLISHED: January 2008

REVISED: February 2015; February 2019

FLSA: Exempt