

State of California  
GOVERNOR'S OFFICE OF EMERGENCY SERVICES

**POSITION DUTY STATEMENT**

BU: 1, 4, 9, 10, 11, 12 & 14

<b>EMPLOYEE:</b>	<b>CLASS TITLE:</b> Associate Environmental Planner	<b>HEADQUARTERS:</b> Mather Campus
<b>PROGRAM/UNIT:</b> Recovery Directorate/Recovery Operations Section/Watershed Mitigation, Coordination, and Outreach Unit	<b>POSITION NUMBER:</b> 163-532-4711-011 (CN 11961)	<b>CBID:</b> R01
<b>TENURE:</b> Permanent	<b>TIME BASE:</b> Full Time	<b>WORK WEEK GROUP:</b> 2
<b>APPT EFFECTIVE DATE:</b>	<b>RANGE (IF APPLICABLE):</b>	<b>PROBATIONARY PERIOD:</b> <input checked="" type="checkbox"/> 6 Mos. <input type="checkbox"/> 12 Mos. <input type="checkbox"/> N/A
<b>IMMEDIATE SUPERVISOR:</b>	<b>CONFLICT OF INTEREST:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>DMV PULL PROGRAM:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>1. SUPERVISION RECEIVED:</b> The Associate Environmental Planner works under the general direction of the Program Manager I.		
<b>2. SUPERVISION EXERCISED:</b> N/A		
<b>3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES):</b>		
<b>4. PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH WHILE PERFORMING DUTIES):</b> The Associate Environmental Planner will have contact with all levels of California Governor's Office of Emergency Services (Cal OES) staff including Executive management. The Associate Environmental Planner may also interact with Federal, State, and Tribal representatives, local agencies, private sector, academic, and community-based organizations, military personnel/officials, and the general public.		
<b>5. ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED):</b> Failure to effectively perform the duties of the position could result in an inability to ensure consistency and compliance with state and federal laws, regulations, policies, plans, and procedures. This could result in statewide impacts, including, but not limited to the loss of state and federal disaster assistance funding and/or regulatory compliance, as well as audit findings and health and safety concerns. Failure to perform the duties and responsibilities as described within this duty statement, could result in consequences that influence the effectiveness and efficiency of a jurisdiction's recovery, cause inconvenience, impede information sharing, affect the health/safety of personnel and citizens, and delay completion of important assignments thereby influencing Cal OES and its partners. The magnitude of the impact would vary from low to critical dependent upon circumstances involved. Failure to effectively perform the duties of the position could result in not meeting Executive deadlines, resulting in potential negative fiscal and public relations' impacts for Cal OES.		

**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 and 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. A driver's license will be required.

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.

When not on-call, standby or Duty Officer status, if called upon by Governor's Office of Emergency Services (Cal OES) Management (including contact from the California State Warning Center), you are required to make contact as soon as possible.

**7. JOB DESCRIPTION/GENERAL STATEMENT:**

The Watershed Mitigation, Coordination, and Outreach Unit is dedicated to supporting state, federal, tribal, and local stakeholders to facilitate the safety of lives and protection of property in the face of diverse geological hazards. These hazards encompass, but are not limited to, post-fire debris flows, mudslides, and landslides. Using cutting-edge remote sensing efforts, proactive planning, strategic coordination, and community outreach, this unit works to advise on or implement effective measures that mitigate the impact of geohazards, ensuring resilience and safeguarding the well-being of communities across the State of California.

Under general direction of the Program Manager I, the Associate Environmental Planner (AEP) supports the unit's mission by contributing to environmental planning, assessment, and coordination efforts aimed at safeguarding lives and properties across California from various geohazards, including but not limited to post-fire debris flows, mudslides, and landslides. The Associate Environmental Planner works collaboratively with a multidisciplinary team to ensure that environmental considerations are integrated into the unit's geohazard response, mitigation, preparedness, and recovery efforts.

The AEP assesses the environmental impacts of geohazards and collaborates with experts in the field to develop comprehensive mitigation, preparedness, and recovery strategies. This involves conducting in-depth environmental assessments, supporting watershed protection efforts, analyzing data from diverse sources, and ensuring that all mitigation and recovery efforts adhere to state, federal, and local environmental regulations and permits. Additionally, the incumbent actively participates in the unit's outreach and coordination initiatives – helping to disseminate information about geohazards, mitigation strategies, and best environmental practices. The incumbent is expected to foster a culture of awareness and preparedness, ensuring that stakeholders and decision-makers are well-informed and ready to respond effectively to geological threats.

<b>Percent of Time</b>	<b>ESSENTIAL FUNCTIONS</b>
<b>25%</b>	<b>GEOHAZARD RESPONSE, RECOVERY, PREPAREDNESS, AND MITIGATION:</b> Works independently, and with a team, responsible for applying environmental planning expertise to geohazard response, recovery, preparedness, and mitigation activities; assists in Task Forces, Recovery Support Teams, and other project teams composed of diverse stakeholders; supports the development of comprehensive action plans for affected counties, strategically addressing Values at Risk identified in post-fire hazard assessments; supports the development innovative and sophisticated solutions to post-fire hazards based on expertise in environmental methodologies; supports Joint Field Office Operations during activations; provides crucial support and coordination to geohazard remote sensing efforts, and works to ensure compliance with all relevant environmental regulations and permits.

25%	<p><b>ENVIRONMENTAL PLANNING, ASSESSMENT/ANALYSIS, AND COMPLIANCE</b></p> <p>Collaborates with the team to develop comprehensive geohazard mitigation plans that balance safety and environmental conservation; Conducts detailed environmental assessments in accordance with the National Environmental Policy Act (NEPA) and the California Environmental Quality Act (CEQA) to understand the impact of geohazards on California's landscapes; Assists locals with integrating Watershed Emergency Response Team (WERT) report recommendations into local planning efforts; Analyzes data collected from various sources to inform recovery strategies; Utilizes cutting-edge geospatial tools and technologies to collect, aggregate, and display environmental data; Analyzes collected data to identify trends and assess the impact of geohazards; Works closely with the team to interpret data and inform mitigation, preparedness, and recovery activities; Ensure data accuracy and integrity in all assessments; Provides expert guidance on environmental best practices for geohazard mitigation efforts; Stays informed about and ensure compliance with all relevant environmental regulations; Facilitates the acquisition of necessary permits for geohazard recovery projects; Collaborates with regulatory bodies to meet environmental standards; Provides expertise in navigating the regulatory landscape to ensure the unit's projects meet all requirements; Maintains detailed records of regulatory compliance efforts.</p>
20%	<p><b>TECHNICAL ASSISTANCE</b></p> <p>Provides technical guidance to local jurisdictions on incorporating environmental considerations into their geohazard mitigation plans, emphasizing sustainable practices and habitat conservation; Assists local agencies in navigating the environmental compliance process, including obtaining permits and approvals required for geohazard mitigation projects under NEPA and CEQA; Conduct training sessions for local stakeholders on environmental regulations and best practices related to geohazard mitigation, fostering a deeper understanding of compliance requirements and ecological sensitivities; Collaborate with environmental experts and agencies to develop innovative solutions for addressing geohazards while minimizing ecological impact, leveraging cutting-edge research and technology; Offer technical support during environmental assessments and impact studies, assisting in data collection, analysis, and reporting to ensure comprehensive documentation of potential environmental effects.</p>
15%	<p><b>STAKEHOLDER ENGAGEMENT AND OUTREACH</b></p> <p>Represents the unit in engaging with local/state/federal/tribal partners, environmental groups, and stakeholders; Serves as the environmental liaison for the unit; Fosters collaborative relationships with diverse stakeholders to build consensus on mitigation, preparedness, and recovery strategies; Communicates complex environmental concepts in an understandable manner during outreach efforts; Develops and deliver presentations and educational materials for stakeholders;</p>
10%	<p><b>PROJECT COORDINATION</b></p> <p>Acts as a point of contact for coordinating geohazard projects, liaising between internal teams, external partners, and stakeholders to ensure seamless project execution; Facilitates regular project meetings and status updates, keeping all stakeholders informed of project milestones, objectives, and challenges, fostering collaboration and alignment across teams; Provide project management support to interdisciplinary teams working on complex geohazard mitigation projects, ensuring that project goals are achieved within established timelines and budget constraints; Collaborates with external agencies and organizations to leverage additional resources and expertise for geohazard projects, fostering partnerships and enhancing project outcomes.</p>

<b>Percent of Time</b>	<b>MARGINAL FUNCTIONS</b>
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<b>5%</b>	<p><b>(M) OTHER JOB-RELATED DUTIES AS REQUIRED:</b></p> <p>The incumbent will be required to 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: (a) assisting where needed within the program, which may include special assignments; (b) complying with general State and Cal OES administrative reporting requirements (e.g., completion of time sheets, project time reporting, travel requests, travel expense claims, work plans, training requests, individual development plans); and (c) attendance at staff meetings, trainings, and presentations.</p> <p>During disaster response operations, may participate in preliminary damage assessment teams, provide applicant briefings on mitigation programs, participate in Hazard Mitigation Survey Teams, and perform other disaster response and recovery related tasks as needed. In addition, duties may require coordinating the implementation of the Hazard Mitigation Grant Program (HMGP), Individual Assistance (IA) Program, and/or the Public Assistance (PA) Program.</p>
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**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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
HEARING: Answering telephones; receiving verbal information from outside sources; understanding verbal instruction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
MOVEMENT: Delivering material to others; picking up materials from others; copying; faxing; distributing information; filing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SPEAKING: Receiving visitors; answering inquiries and providing verbal information or instruction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
STANDING:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BALANCING:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CONCENTRATING: Reviews and reads records/documents, researches, composes, analyzes, compiles, and updates technical documents; multi-tasking; prepares various forms and documents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
COMPREHENSION: Understanding needs of co-workers, clients; understands procedures and practices; Understands laws, regulations related to their work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS**

<b>Activity</b>	<b>Not Required</b>	<b>Less than 25%</b>	<b>25% to 49%</b>	<b>50% to 74%</b>	<b>75% or More</b>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
LIFTING UP TO 10 LBS. OCCASIONALLY:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LIFTING UP TO 20 LBS. OCCASIONALLY AND/OR 10 LBS. FREQUENTLY:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FINGERING: Pushing buttons on telephone; typing; copying.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
REACHING: Answering phones.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CARRYING: Distributing mail; reports; stocking supplies.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CLIMBING: Stairs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BENDING AT WAIST:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
KNEELING:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PUSHING OR PULLING:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HANDLING: Documents, manuals, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
DRIVING:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OPERATING EQUIPMENT: Computer; telephone; copy machine; fax.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
WORKING INDOORS:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
WORKING OUTDOORS:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WORKING IN CONFINED SPACE: Enclosed office environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**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*