



## Duty Statement

DIVISION		CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Delta Protection Commission		Senior Environmental Planner	539-101-4713-002
DISTRICT/HQ SECTION		WORKING TITLE	CBID
Delta Protection Commission		Senior Environmental Planner	S01
SECTOR/HQ UNIT		REPORTING LOCATION	INCUMBENT
Delta Protection Commission		West Sacramento, CA	
STATE HOUSING (Check if applicable)			IMMEDIATE SUPERVISOR
<input type="checkbox"/> State Housing may be required.			Executive Director
POSITION DESCRIPTION			
<p>Under general direction of the Executive Director, the position acts as an in-house consultant performing the most difficult and complex work that is critical to the Commission's basic mission and of statewide significance, related to: compliance with the Land Use and Resource Management Plan; planning and implementation of Community Action Plans for Legacy Communities including tourism enhancement and other regional economic development and sustainability projects; and acts as agency GIS expert. Such work may include serving in a lead capacity over other personnel within the scope of activities conducted within the Commission.</p>			
<b>ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.</b>			
ESSENTIAL FUNCTIONS:			
%	TASK/DUTIES		
25%	Functions as one of two staff serving as recognized authorities and primary contacts responsible for the Commission's Land Use and Resource Management Plan (LURMP) by overseeing and preparing documents including but not limited to Commission comment letters on Delta flood risk and levee policy issues, Abandoned and Derelict Vessel (ADVs) and other water safety issues, technical letters for Executive Director's signature, staff reports, and resolutions for the Commission; monitoring, analyzing, and tracking state and local projects that are impacting the LURMP; processing appeals made under LURMP; and attending coordination meetings in order to provide consistent review of projects which ensures oversight of the Commission's environmental interest and compliance with state and Commission mission, goals, objectives, policies, and procedures. Supports the process of local governments amending their general plans to achieve consistency with the LURMP, including stakeholder outreach, coordination, drafting of policies, and coordinating internal and external reviews.		
25%	Functions as the primary contact for planning, tracking, implementing and updating Community Action Plans for legacy communities. Works to develop, plan, and oversee regional economic development and sustainability projects. Coordinates grant applications for legacy communities, regional authorities, or counties; obtaining all required statutory, administrative, and regulatory approvals on selected community enhancements to ensure compliance with project scope, budgets, and all applicable laws, rules, and regulations, including reporting on progress while maintaining full fiscal accountability and transparency of Commission activities.		
20%	Functions as a grant and contract manager for projects in the areas of Flood Risk and Levees, Recreation/Tourism, Regional Tourism, and Water, collaborating with the Program Managers and other staff to write and submit scopes of work, work plans, and agreements; prepare and submit written reports on progress and accomplishments of the program to various state or federal interests; review progress reports; prepare invoice summaries for review by the Program Managers and processing by Accounting.		
15%	Supports Executive Director or other staff members by preparing, reviewing, revising and submitting essential information on topics such as agriculture, habitat restoration, cultural resource preservation, emergency response practices, public access, grant opportunities, economic sustainability mechanisms,		



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	tourism development, or permit requirements; maintains knowledge of Arc GIS Online, serves as agency Arc GIS expert and provides GIS support in all program areas; reviews and analyzes proposed legislation; writes and analyzes funding requests, and other matters, in order to provide clear, concise, and accurate materials to ensure timely and accurate replies and submittals to the public, task force members or work groups, other state staff, and Commissioners.
<b>10%</b>	Serves intermittently, in collaboration with Program Managers, as liaison for broadband, invasive species, and other issues of local concern in the Delta for the Commission by hosting and attending meetings by other state and federal agencies; reporting the progress of other agency efforts to enhance affordable broadband connectivity and adoption, control invasive species and remove ADVs and other nuisances; reporting to the full Commission via reports or graphics in order to raise awareness of any advances and ensure timely responses from Executive Director or Commissioners when needed.
<b>MARGINAL FUNCTIONS:</b>	
<b>%</b>	<b>TASK/DUTIES</b>
<b>5%</b>	Provide advice to other agencies and entities engaged in related economic development, environmental analysis, land management, planning, and research by meeting and conferring with individuals and groups; incorporating the input of interested agencies and entities into community planning; presenting at public workshops, inter-agency events, or professional conferences in order to produce verbal and written presentations to ensure Commission's interests are represented at these venues and events.
<b>TYPICAL WORKING CONDITIONS</b>	
<ul style="list-style-type: none"> <li>-The successful candidate must reside in California upon appointment.</li> <li>-Professional office environment working in standard office configuration, executive offices and cubicles.</li> <li>-Regular use of standard office equipment, data and communications-related technologies such as personnel computer applications, telecommunications equipment, Internet, voice mail, copiers, voice amplification equipment, etc.</li> <li>-Maintain stationary positions, for prolonged periods.</li> <li>-Fast-paced work environment with competing priorities and tight deadlines.</li> <li>-Regular work outside of regular business hours including work during evenings and weekends at least six times per year.</li> <li>- 10% occasional day and/or overnight travel throughout the state via car, air, and public transit as permitted under public health guidelines; traveling to remote areas at least six times per year in a vehicle.</li> </ul>	
<b>TELEWORK DESIGNATION:</b>	
This position is designated as telework eligible-remote centered.	
<b>SPECIAL REQUIREMENTS:</b>	
<p><b>The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.</b></p>	
<b>SUPERVISOR STATEMENT:</b>	
I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.	
<b>SUPERVISOR NAME (PRINT OR TYPE)</b>	<b>SUPERVISOR SIGNATURE</b>
<b>EMPLOYEE STATEMENT:</b>	



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I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.

EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE