

State of California
GOVERNOR'S OFFICE OF EMERGENCY SERVICES
POSITION DUTY STATEMENT
BU: 1, 4, 9, 10, 11, 12, &14

EMPLOYEE:	CLASSIFICATION: Associate Environmental Planner	HEADQUARTERS: Mather Campus
PROGRAM/UNIT: Recovery Directorate/ Hazard Mitigation Resilience Branch/ Technical Assistance Division	POSITION NUMBER: 556-4711-006 (CN 11991)	CBID: R01
TENURE: Permanent	TIME BASE: Full-time	WORK WEEK GROUP: 2
APPT EFFECTIVE DATE:	RANGE (IF APPLICABLE):	PROBATIONARY PERIOD: <input checked="" type="checkbox"/> 6 Mos. <input type="checkbox"/> 12 Mos. <input type="checkbox"/> N/A
IMMEDIATE SUPERVISOR: Senior Environmental Planner	CONFLICT OF INTEREST CATEGORY: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	DMV PULL PROGRAM: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
1. SUPERVISION RECEIVED: The Associate Environmental Planner (AEP) is under the general direction of the Senior Environmental Planner within the Hazard Mitigation Technical Assistance Division.		
2. SUPERVISION EXERCISED: None		
3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES): Required to be proficient in all standard programs on a personal computer, including, but not limited to Word Processing and Excel, and possess strong writing, research, communication, and analytical skills. The AEP must also be able to read and understand technical and legal documents, and work in a team environment. The incumbent will work a minimum of 40 hours per week with possible overtime in the event of an emergency. This position will work in an office setting with artificial light and temperature control. Use of a personal computer and telephone is essential. The AEP will frequently travel, conduct field work, and work in the Joint Field Office or Area Field Office. Sitting, standing, and walking requirements are consistent with office and fieldwork.		
4. PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH WHILE PERFORMING DUTIES): This position requires frequent and direct contact with California Governor's Office of Emergency Services (Cal OES) personnel at the staff, management, and Executive levels; leadership and Executive management of other state agencies, local government, contractors, the general public, and federal agencies; the Legislature, Department of Finance and Governor's Office.		
5. ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED): Failure to effectively perform the duties of the position will result in the department's inability to ensure consistency and compliance with state and federal law, regulations, policies, plans and procedures. This could result in statewide impacts, including, but not limited to, loss of federal funding and/or regulatory compliance, as well audit findings.		

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 & 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.

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.

7. JOB DESCRIPTION/GENERAL STATEMENT:

Under the general direction of a Senior Environmental Planner, the Associate Environmental Planner (AEP) is expected to provide subject matter expertise in environmental planning, analysis, and evaluation of a wide variety of projects and initiatives. The incumbent is expected to be proficient in the essential functions listed below in support of the Technical Assistance Division within the Resilience Branch of the Hazard Mitigation Section.

The Technical Assistance Division within the Resilience Branch supports the CalOES mission and strategic plan through the innovation, planning, development, and implementation of mitigation-focused projects and initiatives. The division is responsible for technical assistance to local jurisdictions in devising plans and projects that will advance climate adaptation and equity outcomes to enhance resilience throughout the state of California. The Technical Assistance Division is expected to work in partnership with the Hazard Mitigation Planning Division to ensure that all proposed projects and pending grant awards are in alignment with the established local and state hazard mitigation plans and are in compliance with federal and state environmental and programmatic regulations and laws.

The AEP will take on the most complex projects and sub-applications; conduct analysis of and make recommendations concerning methods to mitigate environmental impacts; resolve difficult and complex environmental issues and undertake a variety of actions necessary to implement the Resilience Branch goals and objectives. The AEP will coordinate quality control for the grant proposal and project review process to ensure documentation complies with all applicable state and federal programmatic and regulatory requirements as well as direct and provide technical assistance for project and sub-application development in alignment with state and federal mitigation grant programs.

Members of the Technical Assistance Division frequently interact with stakeholders from Local, State, Tribal, Federal, community-based organizations, and private sector agencies and will be expected to provide platinum customer service through community outreach and technical training to all partners. This collaborative Unit strives to create innovative and accessible plans that reduce the risk to lives, property, and the environment throughout the State. The AEP is expected to become knowledgeable on the impacts and best management principles concerning methods to mitigate environmental hazards and to assist in resolving difficult and complex environmental issues.

This position may require extensive travel across the State, including overnight stays, to conduct field/site visits and environmental assessments.

Percent of Time	ESSENTIAL FUNCTIONS
30%	<p>Perform, coordinate, and assist other staff assigned to prepare or review technical studies and components of environmental document packages, such as: community impact assessments, Section 4(f) evaluations, land use, water quality assessments, farmland evaluations, growth analysis, cumulative impact analysis, energy studies, among other sources and project approval documents, plans, specifications, and estimates. Ensure compliance with Environmental and Historic Preservation (EHP) review of the most complex state and local Hazard Mitigation grant projects and applications for compliance with the California Environmental Quality Act (CEQA), National Environmental Policy Act (NEPA), Section 106 of the National Historic Preservation Act, Endangered Species Act, and other applicable state and federal laws, regulations, and policies. Serve as a lead and mentor to team members in conducting analyses on less complex projects. Coordinate quality control for projects of all levels of difficulty. Conduct and track environmental/historical planning review on behalf of the Cal OES Recovery Directorate and its recipients/sub recipients, to identify opportunities and methods to reduce environmental, historic, and cultural impacts in accordance with program requirements and state/federal law. Perform EHP field and desktop surveys and reviews and lead other team members in conducting less-complex analyses. Coordinate with local tribes to advance EHP reviews and compliance. Demonstrate capability to serve as the lead to assist the Federal Emergency Management Agency (FEMA) in the review and approval Hazard Mitigation grant applications and closeouts in accordance with relevant federal and State environmental and historic preservation laws, regulations, and policies. Conduct EHP analysis of projects and programs to determine program compliance and gaps. Lead technical assistance, virtually and in person, to federal, state, Tribal, local, and non-governmental partners related to EHP compliance for mitigation planning and project implementation, including by creating tools, presentations, and educational materials.</p>
30%	<p>Collaborate with the Hazard Mitigation Planning Division to provide technical assistance to local governments, Tribes, and non-governmental organizations to plan, design, and seek funding for hazard mitigation projects. Leverage subject matter expertise to provide technical assistance to integrate principles of climate change adaptation, land use planning, environmental planning, nature-based solutions, and equity into mitigation plans and projects. Conduct technical assistance in person and virtually and conduct site visits to potential and active project sites. Lead and coordinate project and application review with state, federal, local, tribal, and NGO partners. Perform project monitoring for compliance with state and federal laws, regulations, and policies, and closeout of completed projects.</p>

20%	<p>Create and deliver tools, job aids, training, and materials to enhance hazard mitigation planning, project design and prioritization, sub application and application development, project implementation, EHP compliance, and other related topics. Lead and deliver trainings virtually and in person. Develop and conduct training to assist local, state, and federal employees in the understanding of local, state and federal environmental/historical laws, regulations and policies, and to assist them in improving program compliance and efficiency. Provide education to federal, state, Tribal, local, and non-governmental stakeholders, and the public, related to hazard mitigation, environmental and land-use planning to reduce hazard risk, EHP compliance, climate change and climate adaptation, innovative mitigation strategies including nature-based solutions, equity in mitigation, and other related topics. Represent the Hazard Mitigation Section at conferences, task force meetings, and similar events.</p>
15%	<p>Lead coordination with local, state, federal staff, and their contractors to conduct the environmental/historic review and planning processes, and to assure that Recovery grant applications are processed in a fair and expeditious manner. This may include tracking project approvals by state and federal agencies and working with all interested parties in quickly resolving environmental/historic concerns; working with Cal OES project monitoring staff to identify and review changes in approved scopes of work, consider time extension requests, and to evaluate project timetables to expedite project completion and compliance, and ensure quality control, conducting meetings and public informational sessions, and other related coordination duties. Coordinate Cal OES review of various FEMA program documents relating to specific environmental/historic issues. This includes the review of FEMA-generated Programmatic Agreements, Memoranda of Agreement, Categorical Exclusions, Environmental Assessments and Environmental Policy Memoranda. Coordinate with internal and external stakeholders to advance mitigation planning and implementation across Cal OES Directorates and in coordination with other state agencies. The AEP will review State and Local Hazard Mitigation Plans and coordinate with relevant stakeholders to expedite plan implementation. Conduct mitigation data consolidation for inclusion in the State Hazard Mitigation Plan and for Loss Avoidance studies. Prepare reports, talking points, summaries, legislative analysis, and other documentation for diverse audiences.</p>

Percent of Time	MARGINAL FUNCTIONS
5%	<p data-bbox="289 180 824 212">Other Job Related Duties as Required</p> <p data-bbox="289 216 1536 352">Duties may include representing the department at meetings and making presentations on environmental/historical planning and recovery activities to executive staff, Governor's Office, legislative staff, and professional associations and performing other duties as required.</p> <p data-bbox="289 394 1544 642">During emergency operations, the Director may require you to work in the State Operation Center (SOC), Regional Emergency Operations Center (REOC), Joint Field Office (JFO), or Local Assistance Center (LAC), to provide assistance in emergency response and recovery activities. All staff are required to complete SEMS/NIMS/ICS, RIMS, SOC Activation and Operations and SOC Position training courses, and participate in one of three Readiness Teams which rotate activation ability on a quarterly basis. Staff may be required to participate in emergency drills, training, and exercises.</p> <p data-bbox="289 680 1544 814">Under these emergency operations, staff need to work effectively under stressful conditions; work effectively & cooperatively under the pressure of short lead times; work weekends, holidays, extended and rotating shifts (day/night). Statewide travel may also be required for extended periods of time and on short notice.</p>

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 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 checked="" type="checkbox"/>	<input 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"/>
SITTING: At a computer terminal or desk; conferring with employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
STANDING:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
BALANCING:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>
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 type="checkbox"/>	<input checked="" type="checkbox"/>

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS

Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
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"/>
LIFTING UP TO 20-50 LBS. OCCASIONALLY AND/OR 25-50 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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CLIMBING: Stairs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 and materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
DRIVING:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>
WORKING INDOORS: Office environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
WORKING OUTDOORS:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
WORKING IN CONFINED SPACE:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 Cal OES's 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 you have 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