



## 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	N/A
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 related to supporting the implementation of the Sacramento-San Joaquin Delta National Heritage Area Management Plan. This work includes supporting the leadership of a Program Manager 1 in charge of the National Heritage Area Management Plan. Specific work entails development of maps and GIS databases, stakeholder outreach, and development and management of partnership relationships with other agencies, non-profits, organizations, and individuals. Additional duties consist of supporting economic sustainability planning and land-use reviews.</p>		
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.		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
40%	Develops, tracks, and updates schedules, workplans, and other material to support achievement of milestone objectives in National Heritage Area Management Plan implementation. Maintains records of progress for National Heritage Area Management Plan implementation and provides briefings to the Executive Director. Works with communities in the Delta to identify and implement actions, grants, and partnerships that could address local economic needs. Conducts stakeholder outreach and coordination with leadership and program managers to identify funding opportunities and linkages to strategic planning goals and existing planning documents.	
35%	Functions in a supporting role to the Executive Director and Program Manager 1 in forming and managing partnership relationships with other agencies, organizations, and individuals for the purposes of implementing the National Heritage Area Management Plan. Supports compliance with contracting requirements, oversight of partners, and tracking milestone progress towards implementation of key plan objectives. Uses Microsoft Project or similar tools to generate and manage schedules. Coordinated with and obtains guidance from the Deputy Director or other appropriate sources on contracting and procurement, as well as compliance with open-meeting laws such as the Bagley-Keene Open Meeting Act.	
20%	Develops interpretive content for the National Heritage Area Management Plan consisting of written, visual, and map-based materials. Supports development of interpretive content for review by leadership. Prepares and maintains maps for the National Heritage Area Management Plan and Delta generally as well as features of interest in geographic information systems such as ArcGIS Pro.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	Supports other Commission work such as routine review of local government agendas, review of land use decisions and environmental documents, and other statutory mandates of the Delta Protection Commission.	
TYPICAL WORKING CONDITIONS		
-The successful candidate must reside in California upon appointment. -Professional office environment working in standard office configuration, executive offices and cubicles.		



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- 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.
- Maintain stationary positions, for prolonged periods.
- Fast-paced work environment with competing priorities and tight deadlines.
- Regular work outside of regular business hours including work during evenings and weekends at least six times per year.
- 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.

**TELEWORK DESIGNATION:**

This position is designated as telework eligible-remote centered but will report to the office at least 2 days per week.

**SPECIAL REQUIREMENTS:**

GIS Experience is required.

**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.**

**SUPERVISOR STATEMENT:**

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.

SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE

**EMPLOYEE STATEMENT:**

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