



**CITY OF SANTA CRUZ  
ENVIRONMENTAL PROJECTS ANALYST**

**Reports to:** Associate Civil Engineer, Watershed Compliance Manager, Water Conservation Manager, or other assigned staff  
**Supervises:** May exercise functional and technical supervision over assigned staff.  
**Bargaining Unit:** Service

**BASIC FUNCTION**

Under general supervision, oversees, monitors, coordinates and conducts one or more environmental programs in support of City services and operational activities, such as the landfill, storm water, drinking water and wastewater facilities; collects samples, performs inspections and field and laboratory tests and analysis; performs research and analysis, writes reports, grants, correspondence and a variety of other materials; develops and implements or administer programs; performs public outreach regarding assigned programs; and, performs other related duties as assigned. Positions in this classification may be assigned to the Public Works Department in the Engineering or Resource Recovery Divisions or to the Water Department in the Engineering, Watershed, or Water Conservation Sections.

**DISTINGUISHING CHARACTERISTICS**

The *Environmental Projects Analyst* is a journey-level classification responsible for a variety of environmental programs and projects in support of City services and operational activities. The incumbent oversees daily program operations, provides work direction for assigned staff, and assists in reviewing the work performance of contractors. This classification is distinguished from the next higher classification of Senior Environmental Projects Analyst in that the latter classification is the advanced journey level and technical expert of the series, and provides first line supervision. This classification is distinguished from higher management level classifications, including Watershed Compliance Manager, Water Conservation Manager, and Associate Civil Engineer, in that the latter classifications have a broader scope of management responsibilities and a greater depth of technical knowledge.

**TYPICAL DUTIES** *(May include, but are not limited to, those duties listed below.)*

- Oversees, monitors, conducts and coordinates one or more environmental programs in support of City services and operational activities, such as the landfill, storm water, drinking water, and wastewater facilities; conducts or assists in research projects.
- Develops and implements City programs, including those involving storm water quality, watershed and water resource management; develops, implements and evaluates goals, objectives, policies and priorities for assigned projects and service areas; ensures that established goals and priorities are achieved.
- Stays current with, interprets and applies federal, state and local regulations, codes and ordinances related to area of assignment, such as the Safe Drinking Water Act, California Urban Water Conservation MOU, California Fish and Game and Water Codes, California

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Forest Practice Rules, California Environmental Quality Act, federal and California Endangered Species Acts, the National Environment Protection Act, National Pollutant Discharge Elimination System Program (NPDES), and other regulations related to groundwater and wastewater, storm water quality, waste management and landfill gas.

- Develops and maintains environmental monitoring and reporting programs; notes compliance violations and assists with remediation efforts; conducts field studies; may perform and coordinate the performance of a variety of laboratory and field chemical, biological and bacteriological analyses to determine compliance with state and federal agency requirements; performs statistical analyses; adheres to quality assurance programs for all monitoring including laboratory analysis and instrumentation as well as field methods and instrumentation.
- Prepares, organizes and maintains comprehensive databases, records and technical reports, correspondence, requests for proposals, contracts for professional services, brochures, advertisements, posters, and other materials; develops educational materials; writes and monitors grants. Compiles statistics; organizes and analyzes data.
- Acts as liaison with government officials, businesses, private landowners, the public and other City staff; provides public outreach and education; makes presentations; serves as a technical resource; responds to questions and inquiries; coordinates pertinent information, resources and work teams necessary for accomplishing tasks; works closely with other departments and outside groups and agencies to coordinate plans for proposed projects and to respond to their concerns. May coordinate the work of volunteers and interns.
- Participates in the development of policies and procedures; recommends programs, projects and work assignments to higher level personnel; assists in the development or revision of policies, ordinances and codes relating to assigned duties; implements those policies and procedures.
- Participates in the review of environmental and planning documents, such as timber harvest plans, environmental monitoring reports, biological assessments, environmental impact reports and permit applications.

**In addition to the above duties, Assignment-Water Department/Conservation Section:**

- Assists in developing large landscape conservation and incentive programs, performs landscape and irrigation audits, and provides technical resources and training to improve irrigation efficiency.
- Reviews architectural blueprints to determine compliance with landscape conservation ordinance.

**In addition to duties in common, Assignment-Water Department/Water Resources or Engineering:**

- Provides environmental regulatory support services for water system repairs and related operations, as well as capital improvement projects, including review of work plans and preparation of regulatory reports
- Assists with environmental review of projects which may have potential to effect City of Santa Cruz drinking water source watersheds.

**In addition to duties in common, Assignment-Water Department/Engineering Section:**

- Develops or oversees the development of California Environmental Quality Act (CEQA) and related documents for capital and maintenance projects.

**ENVIRONMENTAL AND WORKING CONDITIONS**

Position requires sitting, standing, walking on level, uneven and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movements in the performance of daily duties. The position also requires near, far and color vision when collecting and analyzing samples. The need to lift, carry, and push tools, equipment and supplies weighing 25 pounds is also required. Depending on assignment, the incumbent may occasionally need to lift, carry and push tools, equipment and supplies weighing up to 80 pounds with assistance. Additionally, the incumbent may be exposed to biohazards and a variety of working conditions, including mechanical, electrical and water-related hazards, loud noises when collecting samples and performing field inspections and surveys. The incumbent may work in adverse weather conditions, including wet, heat and cold, when collecting samples. The incumbent may use cleaning and lubricating chemicals or work in an environment that may involve exposure to fumes, dust and air contaminants. The nature of the work also requires the incumbent to climb ladders and steep slopes. The incumbent may be required to occasionally work evenings and weekends.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**MINIMUM QUALIFICATIONS**

**Knowledge:**

- Principles, practices, and terminology of environmental programs related to the area of assignment.
- Applicable federal and state laws, codes, and regulations.
- Natural resource management.
- Basic statistics.
- Methods and techniques for record keeping and report preparation and writing.
- Office practices, methods and equipment, including using a computer for word processing and spreadsheets.
- Principles and practices of program development, administration, and evaluation.
- Use and application of Geographical Information Systems (G.I.S.).
- Nonpoint source water pollution and erosion control/sedimentation best management practices.

**The following apply for all positions except for those assigned to Water Resources:**

- Methods and techniques of budget development and monitoring.
- Grant writing and administration.

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The following apply for all positions except for those assigned to Conservation and Water Resources:

- Occupational hazards and standard safety procedures related to laboratory environments.

The following apply for positions assigned to the Water Department/Water Resources work group and the Public Works Department:

- General principles, methods, and terminology of chemical, biological, and bacteriological testing commonly performed for water/wastewater and soil analyses.
- Hydrology, limnology, chemistry, groundwater and field biology monitoring techniques.

The following apply for positions assigned to the Water Department/Conservation Section:

- Landscape water management methods.
- Water conservation best management practices.

**Abilities:**

- Oversee, plan, organize, conduct, coordinate, and implement projects and programs.
- Learn more complex principles, practices, techniques, and regulations pertaining to assigned duties.
- Implement, explain, and apply applicable laws, codes, and regulations.
- Analyze and interpret large sets of laboratory, field, and/or statistical data.
- Perform mathematical calculations.
- Write and compile effective technical and administrative reports.
- Read, interpret, and record data accurately.
- Read and interpret maps, sketches, drawings, specifications and technical manuals.
- Adjust standard operating procedures to improve effectiveness and comply with regulatory changes as appropriate.
- Participate in the establishment of section, division, and/or department goals, objectives and methods for evaluating achievement and performance levels.
- Assist with budget development and monitoring.
- Plan, organize, and direct work of assigned staff.
- Communicate clearly and concisely, both orally and in writing.
- Follow written and oral directions.
- Work independently, as well as in a team context.
- Observe safety principles and work in a safe manner.
- Establish and maintain effective working relationships with representatives of community organizations, private landowners, state, federal, and local agencies and associations, City staff, the general public and other stakeholders.
- May safely and effectively operate the tools and equipment used in environmental fieldwork, sampling and/or laboratory testing and analysis.
- May calibrate and maintain environmental sampling and monitoring equipment.
- May collect a variety of samples in the field.

**OTHER REQUIREMENTS**

- Willingness to work occasional evenings and weekends, as assigned.
- Willingness to attend off-site meetings and training sessions, such as basic health and safety training related to hazardous materials and waste, as required.

**EDUCATION AND EXPERIENCE**

Any combination of education and experience that provides the above knowledge, skills, and abilities combined with any required licenses or certificates is qualifying. A typical way to obtain the required qualifications is to possess the equivalent of the following:

- Bachelor's degree in engineering, biology, chemistry, environmental science, environmental studies, or a related field; and
- Two years of experience in the coordination of environmental programs, environmental compliance programs, or related areas (for positions assigned to Water Conservation, two years of water conservation experience required).

**LICENSES/CERTIFICATES**

- Possession and continued maintenance of a valid California class C driver's license and a safe driving record.

*Position Specific Assignment-Water Department/Conservation Section:*

- Requirement to obtain the American Water Works Association CA-NV Section Water Use Efficiency Practitioner certification within one year of date of appointment.

**DESIRABLE QUALIFICATIONS**

- For Resource Recovery Division assignment, ability to speak Spanish proficiently.
- For Water Resources assignment, methods and techniques of budget development and monitoring.
- For Water Resources assignment, grant writing and administration.

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