



**CITY OF SANTA CRUZ
SENIOR ENVIRONMENTAL PROJECTS ANALYST**

Reports to	Watershed Compliance Manager
Supervises	Provides technical and functional direction to assigned staff.
Bargaining Unit	Supervisory

BASIC FUNCTION

Under general supervision, coordinates and implements components of watershed protection and compliance projects and programs; sets priorities and directs the work of assigned staff on a project and day-to-day basis; provides lead direction to assigned staff; performs a variety of complex technical tasks; collects samples, performs inspections and field test analysis; performs research and analysis; writes reports, grants, correspondence and a variety of other materials; develops, implements, or administers programs; performs public outreach regarding assigned programs; and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is the advanced working and lead level for the Environmental Projects Analyst function. The Senior Environmental Projects Analyst class is distinguished from the Environmental Projects Analyst class in that the former is the advanced journey-level class in the series and is considered the technical expert of the series. The incumbent provides administrative and technical support to management, provides work direction and scheduling for assigned staff and oversees daily activities related to water rights, water supply, and environmental resource protection. The incumbent also troubleshoots problems and performs the more complex duties as well as providing training, guidance and oversight to staff as assigned. This class may also be assigned to special projects and additional administrative responsibilities. This class is further distinguished from the Watershed Compliance Manager in that the latter has mid-management responsibility and oversight of the Watershed section – which is composed of the Water Resources and Recreation work groups in the Water Department.

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

- Plans, schedules, prioritizes, and assigns projects, studies, and programs in consultation with the section manager; communicates status of projects, studies, and programs to appropriate staff, working cooperatively to schedule in accordance with established priorities.
- Provides technical and functional direction to assigned staff; reviews and controls quality of work; assists in completing employee evaluations.
- Trains employees in work principles, practices, methods, policies, procedures, and applicable Federal, State, and local laws, rules, and regulations; trains employees in work methods, use of tools and equipment, and relevant safety precautions.
- Develops, implements, and evaluates goals, objectives, policies, and priorities for assigned projects and service areas; ensures that established goals and priorities are achieved.

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- Researches and analyzes technical and legal information related to water supply issues, habitat conservation, and special-status species issues.
- Implements 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 field and laboratory chemical, biological, hydrologic, and bacteriological analyses to determine compliance with state and federal agency requirements; performs statistical analyses; adheres to quality assurance programs for analysis and instrumentation.
- Stays current with and interprets and applies federal, state and local regulations, codes and ordinances, such as the Endangered Species Acts, the California Environmental Quality Act, the National Environment Protection Act, County of Santa Cruz Riparian, Erosion Control and related ordinances, California Fish and Game, Food and Agriculture, and Water codes, the Federal Insecticide, Fungicide and Rodenticide Act, and other pertinent regulations.
- Prepares, organizes, and maintains comprehensive records and technical reports, correspondence, requests for proposals, and contracts for professional services; develops educational materials; writes and monitors grants.
- Monitors and controls supplies and equipment; orders supplies and tools as necessary; prepares documents for equipment procurement; maintains records of purchase orders; assists in developing and monitoring section budget figures.
- Acts as a liaison with government officials, the public, and other City staff; provides public outreach and education; makes presentations; 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 respond to their concerns.
- Acts as a technical resource to the ranger staff responsible for patrolling the city's watershed lands and to other department staff in the areas of water rights and environmental regulations.
- 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 and coordinates the review of environmental and planning documents, such as timber harvest plans, environmental monitoring reports, biological assessments, environmental impact reports, and permits.
- Coordinates and participates in the development and implementations of City-wide and/or inter-departmental projects and programs.
- Assists with oversight of vegetation management, including Integrated Pest Management-related activities.
- Performs other related duties as assigned.

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 need to lift, carry, and push tools, equipment and supplies weighing 25 pounds is 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

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a variety of working conditions. The incumbent may work in adverse weather conditions, including wet, heat and cold, when performing field inspections. The incumbent may be required to occasionally work evenings and weekends. Acute hearing is required when providing phone and personal service.

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.
- Environmental monitoring and assessment techniques, including data collection, analysis and interpretation.
- Principles and practices of supervision and training.
- Applicable federal and state laws, codes, and regulations.
- Natural resource management.
- Mathematics and statistical principles.
- 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.
- Native California flora and fauna and invasive species.
- Principles and practices of program development, administration and evaluation.
- Use and application of Geographical Information Systems (G.I.S.).
- General principles, methods, and terminology of hydrologic, chemical, biological, and bacteriological testing commonly performed for environmental regulatory compliance purposes.
- Physical and natural sciences, including biology, geology, and hydrology.

Abilities:

- Research and analyze technical, legal, and environmental issues, and take or recommend appropriate actions.
- Act as a technical advisor to departmental managers and staff.
- Oversee, plan, organize, schedule, assign, conduct, coordinate, and implement projects and programs including Integrated Pest Management.
- Learn more complex principles, practices, techniques, and regulations pertaining to assigned duties including erosion and sedimentation control best practices.
- Analyze and interpret large sets of laboratory and/or statistical data using established criteria in order to determine consequences and to identify and select alternatives.
- Develop and implement policies, procedures, and goals for assigned areas of responsibility.
- Interpret, apply, and explain complex laws, codes, regulations, and ordinances.
- Inspect the work of others and maintain established quality control standards.
- Plan, organize, and direct work of assigned staff.
- Train others in work procedures.

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- Understand, interpret, and successfully communicate both orally and in writing, pertinent department policies and procedures.
- Write and compile effective technical and administrative reports.
- Write and administer grants.
- Adjust standard operating procedures to improve effectiveness and comply with regulatory changes as appropriate.
- Negotiate and administer contracts.
- Assist with budget development and monitoring.
- Observe safety principles and work in a safe manner; train others to observe standard safety procedures and be aware of occupational hazards.
- Establish and maintain effective working relationships with representatives of community organizations, state and local agencies and associations, City staff and the public.

OTHER REQUIREMENTS

- Willingness to work occasional evenings and weekends, as assigned.
- Willingness to attend off-site meetings and training sessions

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 with major course work in natural resources, environmental science, ecology, biology, or a related field and
- Three (3) years of experience in the coordination of environmental programs, regulatory compliance programs, or related areas, including some lead experience.

LICENSES/CERTIFICATES

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

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Career Path

- Watershed Compliance Manager
- *Senior Environmental Projects Analyst*
- Environmental Projects Analyst