

Summary of Duties: Studies proposed construction, legislation and a wide variety of other matters and projects to determine their environmental impact on the City; makes recommendations in accordance with established environmental policy and legislation; and does related work.

Distinguishing Features: Environmental Associate is the entry level class which applies professional knowledge of environmental standards and principles to projects and other proposals being considered by the City. Initially incumbents may receive close supervision and training in a wide variety of environmental matters. Although given some opportunity for independent judgement, an Environmental Associate normally performs routine professional work or assists others in major projects or studies. After the initial training period an employee of this class is expected to work more independently under general supervision. The work product is usually reviewed for accuracy, thoroughness, consideration of all relevant factors, compliance with department and environmental policies and the ultimate effect on the environment.

An Environmental Associate may act as a lead over others in this class. Incumbents may be required to work nights and weekends to obtain data or make presentations.

The Environmental series is distinguished from the Planning series in that the latter is normally engaged in performing a wide variety of planning activities involving knowledges of the municipal and zoning codes and legislation, planning techniques, and the effects of community problems on the environment. The former is specifically engaged in studying environmental problems and recommending solutions using technical environmental knowledges in areas such as land use, air pollution, noise pollution, etc.

Examples of Duties: Conducts field investigations to obtain data on environmental matters by operating a variety of field sampling equipment and interviewing citizens; researches court decisions, legislation, newspapers and professional journals to obtain information for specific projects; catalogs research materials for the development and maintenance of a professional library; contacts various agencies to determine their methods, policies, and laws on environmental issues; prepares correspondence to answer inquiries from various agencies; prepares reports and makes recommendations on a variety of matters; attends outside agencies' meetings to enhance awareness of decisions which may effect the City; assists other Environmental Associates or Marine Environmentalists in major studies and reports; may review Environmental Impact Reports, Negative Declarations and other reports to evaluate the impact on the environment; maintains environmental documentation records for a variety of projects;

Interprets field data and estimates effects on the environment if various conditions are changed; reviews environmental impact reports to ensure that sufficient information has been submitted and recommends improvements in reporting methods; may assist in the review of environmental legislation; under supervision makes environmental assessments to determine environmental factors that will be affected by proposed construction and other projects; may conduct investigations on complaints regarding noise or air quality; conducts architectural, botanical and zoological surveys;

Prepares categorical exemptions and negative declaration reports if initial studies indicate no significant environmental effect by the proposed projects; drafts environmental impact reports when initial studies indicate significant environmental effect;

Makes recommendations regarding departmental goals, policies, procedures and programs for the control of pollutants; may perform environmental assessment work of a more difficult nature, such as projects involving several factors requiring judgement or involving controversy or public sensitivity; may make presentations to Council, community groups and others; may testify in court or appear as an expert witness; may act as lead over other Environmental Associates by making work assignments, establishing work schedules and training new personnel; maintains records and schedules for environmental investigations and various environmental documents; maintains documents on current legislation affecting City environmental matters; and may be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: A working knowledge of the types and sources of pollutants which affect the environment and methods to reduce or eliminate them; a general knowledge of federal, state, county and local laws, regulations, processes, current programs and court decisions related to environmental protection; a general knowledge of environmental relationships between social conditions and air pollution, water quality, waste generation and land use; a general knowledge of various governmental agencies and their respective jurisdictions in environmental matters; a general knowledge of citizen and public interest groups dealing with environmental matters; a general knowledge of technological developments in the field of environmental pollution and their applicability to the solution of specific pollution problems affecting the City; a general knowledge of the methods of odor control, corrosion, pollution, vector and erosion control; the ability to conduct field surveys and investigations; the ability to operate a variety of sophisticated field equipment which detects levels of pollutants; the ability to prepare and present clear, accurate, comprehensive and concise written reports, recommendations and correspondence; the ability to communicate technical concepts to non-technical groups and individuals; the ability to deal tactfully and effectively with personnel of other agencies, public officials, other employees and the public.

Graduation from a recognized four-year college or university with a

degree in an environmental, ecological or biological science ,
oceanography or a related field, with at least 12 semester units i n
environmental studies, such as ecology, water pollution, environmental
laws and environmental impact analysis is required.

License: A valid California driver's license is required.

Physical Requirements: Strength to perform average lifting up to five
pounds and occasionally over 15 pounds; good speaking and hearin g
ability; and good eyesight.

Persons with medical limitations may with reasonable accommodations be
capable of performing the duties of some of the positions in this class.
Such determination must be made on an individual basis in light of the
person's limitations, the requirements of the position and th e
appointing authority's ability to effect reasonable accommodations t o
the person's limitations.

As provided in Civil Service Commission Rule 2.5
and Section 4.55 of the Administrative Code, this
specification is descriptive, explanatory and not
restrictive. It is not intended to declare what
all of the responsibilities of any position shall
be.