

8-16-91

ENVIRONMENTAL AFFAIRS OFFICER, 7320

Summary of Duties: Plans, organizes and directs the work of a group of subordinate supervisors and professional employees engaged in environmental affairs, such as air quality management, water resources management, or land and materials management; may act for the General Manager Department of Environmental Affairs in the General Manager's absence; applies sound supervisory principles and techniques in building an effective work force; fulfills affirmative action responsibilities; and does related work.

Distinguishing Features: An Environmental Affairs Officer directs an environmental management section, and supervises Environmental Supervisors and other professional personnel engaged in environmental work. An employee of this class has City wide responsibilities, and directs the review of a wide variety of surveys and reports to determine existing and potential environmental problems, and recommend corrective action. An Environmental Affairs Officer serves as a liaison and negotiator with other governmental agencies, acts as an expert environmental witness in legal actions, and represents the City at hearings and meetings on environmental issues.

As bona fide supervisors, incumbents in this class are distinguished from lead workers in that they are responsible for the performance of the full range of supervisory activities including: application of discipline, processing and resolution of grievances, evaluation of performance and approval of time off requests.

Examples of Duties: Plans and directs the preparation of studies involving air and water quality, and land and materials resource management;

- * Assists in the preparation of policies and programs which enhance the quality of the City's environment;
- * Advises City officials and departments on preserving and enhancing the City's environment;
- * Receives and responds to complaints concerning the environmental affairs of the City;
- * Coordinates, when requested by the Council or Mayor, official responses to environmental documents, reports, impact statements and reports when such documents affect more than one department;
- * Supervises the analysis of the activities of Federal, State, County, and private organizations and determines their effect on the City;
- * Represents the City at meetings and hearings of governmental agencies;
- * Consults with other planning agencies regarding the use of air,

- water and land resources;
- * Coordinates efforts for environmental improvement with other governmental agencies;
- * Directs the preparation of records and reports for public distribution;
- * Makes oral presentations to concerned organizations regarding environmental problems and solutions;
- * May act for the General Manager Department of Environmental Affairs in his or her absence;
- * Supervises the analysis of proposed legislation and regulations relating to environmental issues;
- * Develops programs for public participation and public education on environmental issues;
- * Communicates equal employment/affirmative action information to employees; applies job related criteria in selecting, orienting, assigning, training, counseling, evaluating and disciplining subordinates.
- * Assists employees in preparing for promotion as described in the City's Affirmative Action Program.

May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: Incumbents must have the following knowledges and abilities:

A good knowledge of:

- * Air, water and land pollution problems;
- * Existing and proposed laws and regulations regarding pollution control activities;
- * The effects of pollutants on air, water and land quality;
- * Supervisory principles and practices including: planning, delegating and controlling the work of subordinates.
- * Techniques of training, instructing and evaluating subordinate work performance.
- * Techniques for counseling, disciplining, and motivating subordinate personnel.
- * The procedures for grievance handling.
- * Supervisory responsibility for EEO/AA as set forth in the City's Affirmative Action Program.
- * Effective safety principles and practices.

A working knowledge of:

- * The methods of combating environmental pollution;
- * Technological advances which minimize the environmental impact of development projects;
- * The techniques for testing air, water and land quality;
- * City personnel rules, policies and procedures;
- * Laws and regulations relating to equal employment opportunity and affirmative action;

A general knowledge of:

- * Memoranda of understanding as they apply to subordinate personnel;

The ability to:

- * Analyze environmental problems and prepare comprehensive programs for their solution;
- * Prepare clear and concise reports and recommendations;
- * Deal effectively with a variety of organizations and groups on issues related to environmental problems.
- * Establish and maintain an work environment to enhance both employee morale and productivity.
- * Apply supervisory principles and techniques.
- * Fulfill supervisory affirmative action responsibilities as indicated in the City's Affirmative Action Program.

Minimum Requirements :

Graduation from a recognized four-year college or university and two years of professional experience as an Environmental Supervisor or in a class at that level supervising employees engaged in professional environmental work involving air quality, land use management, or water quality issues and problems; or five years of professional experience in environmental activities which includes significant responsibility for policy development and interpretation for air quality, land use management, or water quality issues and problems is required.

A masters degree in Environmental Science, Biology, Zoology, or a closely related field may be substituted for one year of the required experience.

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

Appointment to a position in this class is subject to a one year probationary period as provided by Section 109 of the Los Angeles City Charter.

Physical requirements: Strength to perform average lifting of up to five pounds and occasionally over 15 pounds; good speaking and hearing ability; and good eyesight.

Those with medical limitations may be able to perform the duties of this class with reasonable accommodation. The decision to accommodate someone's limitations will be made on an individual basis and depends on the types of limitations, what the hiring department can reasonably do to accommodate them, and the specific qualifications for the job.

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 duties and responsibilities of any position shall

be.