

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

## CLASS SPECIFICATION

**ENVIRONMENTAL SPECIALIST, 7310****12-10-99**

**Summary of Duties:** An Environmental Specialist plans, performs, reviews, and analyzes studies of the environment including the sediment, air and water quality, contaminated property, transportation and cultural resources, proposed legislation, policies, programs, construction and other projects, to determine their environmental impact on the City; conducts studies which may require collection and evaluation of field and laboratory data to determine the environmental effects of proposed projects; evaluates the potential environmental impact from the storage and handling of hazardous materials; conducts site inspections as necessary; implements environmental compliance programs; makes recommendations in accordance with established environmental policy and relevant technical information; prepares categorical exemptions, negative declarations, environmental impact reports and environmental permits; may act as team leader; and does related work.

**Distinguishing Features:** An Environmental Specialist 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 judgment, an Environmental Specialist 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 Specialist may function as an expert in specific environmental areas, or may act as a lead over others in this class.

Incumbents of this class may be required to work nights and weekends to obtain data or make presentations.

**Example of Duties:** An Environmental Specialist:

- 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;

**Example of Duties (cont.)**

- 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 Specialists in major studies and reports;
- May review Environmental Impact Reports, Negative Declarations and other reports to evaluate the impact on the environment;
- Evaluates the potential environmental impact from the storage and handling of hazardous materials;
- 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;
- 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 effects 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 judgment or involving controversy or public sensitivity;
- Reviews and reports on existing and proposed environmental laws, regulations and guidelines;
- May scuba dive along coastal waterways to collect samples for study;
- Gathers and assembles data from experiments involving the Harbor Department, lessees, other City departments, and various governmental agencies;
- 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 Specialists by making work assignments, establishing schedules and training new personnel;
- Maintains records, documentation, and schedules for a variety of environmental projects, including environmental investigations and current legislation affecting City environmental agencies.

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;

**Knowledges of:**

- The types and sources of pollutants which affect the environment and methods to reduce or eliminate them;
- Federal, state, county and local laws, regulations, processes, current programs and court decisions related to environmental protection;
- Environmental relationships between social conditions and air pollution, water quality, waste generation, waste diversion, recycling, and land use;
- Various governmental agencies and their respective jurisdictions in environmental matters;
- Citizen and public interest groups dealing with environmental matters;

- Technological developments in the field of environmental pollution and their applicability to the solution of specific pollution problems affecting the City;
- The methods of odor control, corrosion, pollution, vector and erosion control;
- The effects of pollutants on marine and terrestrial ecosystems;
- The instruments and techniques for testing the quality of marine water.

**The ability to:**

- Conduct field surveys and investigations;
- Operate a variety of sophisticated field equipment which detects levels of pollutants;
- Determine the effects of pollutants and hazardous materials on marine and terrestrial ecosystems;
- Understand the rules and laws governing the environment;
- Prepare and present clear, accurate, comprehensive and concise written reports, recommendations and correspondence;
- Communicate technical concepts to non-technical groups and individuals;
- Deal tactfully and effectively with personnel of other agencies, public officials, and other employees and the public;

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to accommodate the limitation.

**Minimum Requirements:**

1. Graduation from a recognized four-year college or university with a degree in environmental, ecological, biological, chemical, atmospheric or earth science, oceanography, environmental policy, urban planning or a related field, with at least 12 semester units of 18 quarter units in environmental studies, such as ecology, water pollution, environmental laws and environmental impact analysis; **or**
2. Graduation from a recognized four-year college or university **AND** one year of full-time paid professional experience in one or more of the following activities; environmental review and analysis (including the preparation of environmental impact reports), toxic and hazardous material management, the development of characterization and site remediation plans, or environmental legislative and regulatory review of development.

A N.A.U.I Scuba Diving Certificate or equivalent may be required prior to appointment for some positions.

A valid California driver's license may be required.

**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.**