

RESOLUTION NO. 13-7908

**RESOLUTION TO ADOPT THE JOB DESCRIPTION OF PUBLIC WORKS  
SENIOR ENVIRONMENTAL PLANNER**

**WHEREAS**, Plumas County Personnel Rule 5.01 provides amendments to be made by resolution of the classification plan covering all positions in the County service; and

**WHEREAS**, the Public Works Director and the Human Resources Director have created a new job description of Public Works Senior Environmental Planner; and

**WHEREAS**, it has been determined that there is a need to add a new classification of Public Works Senior Environmental Planner to our County Salary and Position classifications and

**WHEREAS**, the salary range of 2325 is consistent with that of the existing Senior Planner position; and

**WHEREAS**, the job description of Public Works Senior Environmental Planner has been provided to Operating Engineers and the approval of this resolution will be pending until the completion of the meet and confer process with Operating Engineers.

**NOW, THEREFORE BE IT RESOLVED** by the Plumas County Board of Supervisors as follows:


The County's classification plan is hereby amended to add the job classification title of Public Works Senior Environmental Planner at the salary range of 2325.

The foregoing Resolution is duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board held on the 17<sup>th</sup> day of September, 2013, by the following vote:

AYES: Supervisors THRALL, GOSS, SIMPSON, KENNEDY, SWOFFORD

NOES: Supervisors NONE

ABSENT: Supervisors NONE

  
\_\_\_\_\_  
Chairperson, Board of Supervisors

ATTEST:

  
\_\_\_\_\_  
Clerk of the Board

## **PUBLIC WORKS SENIOR ENVIRONMENTAL PLANNER**

### **DEFINITION**

Under general direction, the Public Works Senior Environmental Planner participates in the planning and project development of transportation systems, projects, and other various development projects. Prepares environmental analysis of proposed projects and design alternatives. Identifies environmental impacts of transportation systems, corridors and projects and formulates measures to mitigate impacts. Prepares, reviews and processes environmental clearance documents for transportation systems plans and projects in compliance with all applicable local, State and Federal laws, regulations and policies. Reviews environmental documents of local, State, and Federal agencies. Prepares inventories and analyses of existing and future environmental conditions.

### **DISTINGUISHING CHARACTERISTICS**

This is the most advanced working and lead level in the professional Planner class series. The Public Works Senior Environmental Planner is an interdisciplinary team member or manager. Incumbents perform a variety of the most complex and specialized professional planning work with minimal guidance and supervision. Plans and supervises the work of staff consultants conducting comprehensive environmental studies; or without supervising responsibilities, acts as an in-house consultant performing the most difficult and complex work which is either critical to the department's basic mission or of local or regional significance. An incumbent may be assigned to represent the Public Works Department on standing committees.

### **REPORTS TO**

Director of Public Works. May be assigned to report to the Assistant Director of Public Works or to a Project Manager, as directed by the Public Works Director.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

Classifications as assigned, especially in regards to environmental issues, provides lead direction and project coordination for department consultants.

## **PUBLIC WORKS SENIOR ENVIRONMENTAL PLANNER - 2**

### **EXAMPLES OF DUTIES**

- Researches, reviews, and analyzes information and data for the preparation of transportation and land use planning reports for both current and long range issues.
- Work is performed in an office; occasionally works outside; continuous contact with staff and the public.
- Review various transportation improvements projects and prepares appropriate environmental documentation in compliance with the California Environmental Quality Act.
- Review various environmental documentation for miscellaneous Public Works projects and transportation improvement projects consistent with Caltrans Local Assistance Procedures, NEPA, CEQA, and various other Federal, State, and Local regulations.
- Prepares various transportation planning documents and amendments. Examples include but are not limited to: The Plumas county Short Range Transit Plan, Bicycle Transportation Plan, Plumas County Transportation Commission Policy and Procedures Manual.
- Reviews various local development, and transportation improvement project applications for compliance with local development, regulations and policies;
- Prepares professional service agreements/contracts for various consultant services for transportation and road improvement projects.
- Drafts grant applications for various public works and transportation improvement projects.
- Reviews and provides comments on various environmental and technical reports prepared by consultants for various bridge and transportation improvement projects.
- Manages on call environmental services contracts for task orders requiring permitting and CEQA compliance.
- Prepares environmental assessments for compliance with the California Environmental Quality Act.
- Prepares and reviews environmental impact reports.
- Reviews information and develops mitigation measures for environmental problems.
- Prepares notices of pending public items.
- Incorporates mitigations and comments into staff reports.
- Develops conditional requirements consistent with reports and comments.
- Performs other projects and tasks as assigned by the Director of Public Works

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of audio-visual equipment; use of office equipment including computers, telephones, calculators, copiers, facsimile, digital presentation software and video software.

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office; more than occasionally works outside; continuous contact with staff, including staff from other County departments and staff from other agencies, and the public.

## **PUBLIC WORKS SENIOR ENVIRONMENTAL PLANNER - 3**

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- General ecology of general principles behind planning for the conservation and preservation of natural resources.
- General principles and techniques of research and statistical analysis.
- Communication skills for purposes of data gathering.
- Techniques and methods of evaluation of environmental impacts and mitigation development.
- Various types of public facilities and how they service the community.
- State and Federal laws and regulations relating to the highway program and other functional areas under the jurisdiction of the department of public works.
- State and Federal laws and regulations to the environment.
- State, local and regional governmental organizations as they relate to highway and local development planning, specific knowledge of either the social sciences, natural sciences or environmental design arts; trends in highway-related environmental, urban and regional planning.
- State, local and regional governmental organizations as they relate to environmental planning, specific knowledge of either the social sciences, natural sciences or environmental design arts; trends in environmental, urban and regional planning.
- Purposes and procedures of public planning and resources agencies, boards, and governing bodies.
- Federal, State, and local laws, regulations, and ordinances governing transportation planning, land use planning, zoning, and land use.
- Principles, techniques, and trends of transportation and land use planning.
- Graphic illustration and presentation.
- Mapping methods and techniques.
- Contract preparation and administration.
- Trends in Federal and State programs related to the functions under the jurisdiction of the department of public works.
- Trends in Federal, State and local environmental assessment and mitigation reports, impact statements, and/or negative declarations; principles of effective supervision.
- Methods of administering environmental projects and programs.

#### **Ability to:**

- Analyze environmental situations accurately.
- Gather and analyze data; prepare written reports.
- Work effectively with others as an interdisciplinary team.
- Perform a variety of the most complex planning and transportation studies and environmental reviews.

## **PUBLIC WORKS SENIOR ENVIRONMENTAL PLANNER - 4**

### **Ability to continued:**

- Provide work direction and coordination for staff consultants
- Perform special assignments representing the Public Works Department on committees as delegated.
- Collect, compile, and analyze technical, statistical, and other information related to transportation, environmental and land use planning.
- Prepare comprehensive and concise transportation planning and land use planning reports.
- Read and understand laws, ordinances, general plan elements, environmental impact statements, and other documents related to community, land use and transportation planning.
- Make effective written and oral presentations.
- Effectively represent the Public Works Department, County Ordinances and policies in answering questions responding to inquiries, providing assistance and dealing with concerns from the public, community organizations, other County staff and other agencies.
- Analyze environmental situations accurately.
- Gather and analyze data; prepares written reports.
- Work effectively with others as an interdisciplinary team member.
- Conduct interviews for data gathering.
- Apply general techniques of insuring participation in the planning process.
- Coordinate environmental investigation of proposed projects.
- Review and evaluate local plans in relation to statewide environmental interests.
- Incorporate the input of interested groups and agencies into the environmental planning and analysis process.

### **Training and Experience:**

Four (4) years of responsible experience in public planning work equivalent to a Senior Planner with Plumas County, and (1) year of responsible experience in transportation planning.

**OR**

A Doctorate Degree in Environmental Planning or Environmental Sciences may be substituted for the three years of required experience. A Master's Degree in Environmental Planning or Environmental Sciences may be substituted for two years of the general experience.

**Special Requirement:** Must possess a valid driver's license at time of application and a valid California Drivers License by the time of appointment. The valid California License must be maintained throughout employment.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.