

## **NATURAL RESOURCES ANALYST**

### **DEFINITION**

Under supervision perform a variety of tasks in support of programs and other responsibilities assigned to the Natural Resources Unit; these include preparing and reviewing technical documents; provide informational, technical and professional assistance to the Board of Supervisors and County management on natural resource issues; gathers and analyzes data and other information related to a wide variety of natural resources concerns; explains natural resource issues to the public and other governmental agencies; interacts with the public, county managers, and other governmental agencies on a constant basis, attends meetings and workshops inside and outside of Plumas County; performs related field and office duties including significant data and paperwork processing as assigned, performs related duties as assigned.

### **DISTINGUISHING CHARACTERISTICS**

This is an experienced working level position fully competent to perform a variety of responsible sub-professional, technical and professional natural resources management duties ranging from preparing technical documents and reports to explaining natural resource issues to the public, county managers, and other governmental agencies.

### **REPORTS TO**

Public Works Director or such other County Management positions as may be assigned.

### **CLASSIFICATIONS SUPERVISED**

None, however, the incumbent may provide work direction and coordination to support staff preparing reports and studies.

## **NATURAL RESOURCE ANALYST – 2**

### **EXAMPLES OF DUTIES**

- Conducts special studies, maintains accurate records and files and prepares correspondence and narrative reports.
- Monitors developments in the natural resources field, evaluates their impact upon county activities and functions and recommends and advises county managers and the Board of Supervisors.
- Maintains files and records, compiles data and prepares technical and administrative reports.
- Prepares displays, maps, charts and other visual aids for reports and presentations.
- Make presentations to other governmental agencies, the public and the Board of Supervisors.
- Work with consultants to prepare reports and agreements and monitors their work.
- Provides ongoing public education on relevant issues through public workshops, press releases use of electronic communication resources.
- Advises the Board of Supervisors and county managers regarding issues such as watershed restoration and management, hydroelectric facility re-licensing, water rights, state water project, fisheries, flood plain management, CalFed Bay Delta issues and related natural resources issues, including federal and state legislation and regulations.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; ability to walk on slippery and uneven terrain; sufficient manual dexterity and eye-hand coordination to operate office and field equipment; stoop, kneel bend to pick up or move objects; corrected hearing and vision to normal range; strong verbal and written skills.

### **TYPICAL WORKING CONDITIONS**

Work is performed in both office and outdoor environments; some exposure to variances in temperature and weather conditions; continuous contact with staff and the public.

## **NATURAL RESOURCES ANALYST – 3**

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Federal and State laws, rules, regulations and policies affecting natural resource management and land use
- Federal and State environmental laws such as CEQA and NEPA, California Water Law, Endangered Species Act and other Federal and State laws applicable to Natural Resource issues.
- Research methods and statistical analysis related to natural resource issues.
- Public and community relations.
- Principles of work coordination and lead direction.
- Contract administration and preparation.

#### **Ability to:**

- Collect, compile, and analyze technical statistical information related to natural resource issues.
- Prepare a variety of written reports, correspondence and other written materials.
- Make effective oral and written presentations, including presentations before large groups.
- Effectively represent Plumas County in responding to inquiries, providing assistance making presentations, in dealing with public and community organizations, citizens groups, and other governmental agencies about natural resource issues.
- Establish and maintain cooperative working relationships with a variety of public and private agencies, citizens groups, political organizations and county decision-makers.
- Coordinate multiple projects and assignments while meeting established deadlines.
- Travel to meetings and workshops both in and outside of Plumas County.

## **NATURAL RESOURCES ANALYST – 4**

**Training and Experience:** Any combination of training and experience that would likely provide the required knowledge and abilities is qualifying. The typical way to obtain the required knowledge and abilities would be:

Two (2) years of responsible work experience in performing technical or professional field and/or office support work and analysis for a variety of natural resource issues and projects.

Education equivalent to graduation from an accredited college or university with a BA or BS degree in Natural Resource Management, Environmental Science, Public Administration or a related field. (Job related experience may be substituted for the education on a year-to-year basis).

**Special Requirements:** Possession of a valid California Drivers license issued by the California Department of Motor Vehicles.