

**EL DORADO IRRIGATION DISTRICT**  
**Class Specification**

**CLASS TITLE: Environmental Review Analyst**

**DEFINITION**

Under direction performs professional planning review activities related to various environmental regulatory requirements; prepares required environmental impact documents, including the analysis of environmental impacts of District projects; and ensures compliance with local, State, and Federal regulatory agencies regarding environment review of projects.

**DISTINGUISHING CHARACTERISTICS**

This is a single level class where employees within this class perform the full range of duties as assigned including preparation of State and Federal environmental documents/statements and analysis of environmental impacts of District projects relative to regulatory requirements. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Environmental Manager. May exercise technical and functional supervision over assigned technical and administrative support personnel.

**EXAMPLES OF ESSENTIAL DUTIES:** *the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.*

Reviews District projects to determine potential environmental impacts and applicability to State and Federal environmental laws and permit requirements; prepares initial studies to determine appropriateness of negative declaration or environmental impact report preparation.

Composes public notices related to environmental document review period and public meetings; plans, prepares, and conducts meetings to receive public comment related to environmental report findings and conclusions.

Prepares negative declarations and environmental impact reports/statements for District projects.

Reviews and assesses reports completed by environmental consultants and confers with legal counsel as needed; performs environmental analysis, alternative analysis, and mitigation development.

Oversees and reviews work of environmental consultants that perform specific project work assignments including preparation of environmental documents.

Prepares requests for proposals and related specifications for consultants to perform various environmental review tasks; facilitates compilation of final work products from such consultants.

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Prepares mitigation monitoring plans for District projects and oversees implementation of mitigation measures; conducts environmental assessments of properties to identify potential contamination; provides recommendations.

Coordinates with District departments and divisions to obtain information for environmental reports and design of projects to minimize environmental impacts.

Prepares and makes presentations to the District Board of Directors, the public, developers, and other interested parties regarding the environmental impact of proposed District projects.

Reviews environmental documents from other agencies to determine impact on District facilities and provides information to agencies preparing environmental documents that may occur within District jurisdiction.

May plan, prioritize, and review the work of staff, develop schedules and methods to accomplish assignments, provide and coordinate staff training, and work with employees to correct deficiencies.

Builds and maintains positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Performs related duties as assigned.

## **QUALIFICATIONS**

### Knowledge of:

Natural and physical sciences and ecological relationships. Principles and practices of environmental analysis and related land use planning. Pertinent local, State and Federal rules, regulations and laws related to environmental review including the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA). Preparation and presentation of public information presentations and meetings. Research methods and procedures. Personal computer use including word processing, spreadsheet, and database applications. Principles and practices of technical and functional supervision and training.

### Skill/Ability to:

Perform professional planning review activities related to various environmental regulatory requirements and preparation of required environmental impact documents. Evaluate projects, determine environmental compliance, and resolve conflicts. Identify mitigation measures meeting agency requirements and consistent with District objectives. Determine wetland delineations. Identify endangered species and aquatic invasive species. Prepare permit and grant applications. Coordinate and review the work of consultants preparing complex environmental documents. Read, analyze, and interpret State and Federal laws and regulations, scientific and technical literature, maps, financial reports and legal documents. Prepare clear and concise technical reports. Provide technical and functional supervision over assigned staff and effectively train staff. Establish and maintain effective working relationships with those contacted in the course of work. Communicate clearly and concisely, both orally and in writing. On a continuous

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basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures. On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Experience and/or Education:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Three years of responsible environmental planning experience.

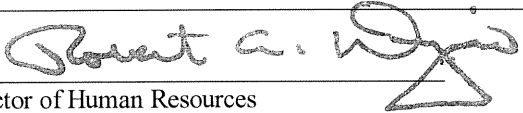
Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in environmental studies, natural resources planning, biological sciences or a related field.

**SPECIAL QUALIFICATIONS**

License and Certificate:

Possession of, or ability to obtain, a valid California driver's license at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

	<u>5/26/10</u>
Director of Human Resources	Date
Established: 08/18/2009	
Revised: 05/26/2010	
FLSA: Exempt	
Unit: Non-Safety	