



EMPLOYMENT OPPORTUNITY

1. RPA # 007- TAH 14/15
ANALYST'S INITIALS
DATE

YOU MUST BE A PERMANENT OR PROBATIONARY STATE EMPLOYEE, A FORMER PERMANENT OR PROBATIONARY EMPLOYEE OR ON AN EMPLOYMENT LIST FOR THIS CLASSIFICATION IN ORDER TO APPLY FOR THIS POSITION.

CLASS TITLE Associate Environmental Planner	POSITION NUMBER 357-001-4711-XXX	TENURE LIMITED TERM	TIME BASE FULL TIME	CBID R-01
OFFICE OF California Tahoe Conservancy	LOCATION OF POSITION (<i>CITY or COUNTY</i>) South Lake Tahoe		MONTHLY SALARY	
SEND APPLICATION TO: CA Tahoe Conservancy 1061 Third Street South Lake Tahoe, CA 96150 Attn: Stefanie Melendez (530) 543-6014	REPORTING LOCATION OF POSITION South Lake Tahoe		\$4,711 to \$5,900	
	SHIFT AND WORKING HOURS DAYS - 8 a.m. to 5 p.m.			
	WORKING DAYS, SCHEDULED DAYS OFF Monday through Friday, DAYS OFF: SAT/SUN			
	PUBLIC PHONE NUMBER (530) 542-5580	PUBLIC PHONE NUMBER		
	SUPERVISED BY AND CLASS TITLE Senior Environmental Planner		FILE BY 8/14/14	

***** HERE IS A WONDERFUL OPPORTUNITY TO LIVE, WORK AND PLAY IN THE BEAUTIFUL RESORT COMMUNITY OF SOUTH LAKE TAHOE! ENJOY THE BENEFITS OF A SMALL TOWN COMMUTE, FREE PARKING, FRESH MOUNTAIN AIR AND WORKING FOR A SMALL AGENCY WHERE YOUR CREATIVE THINKING AND LEADERSHIP SKILLS ARE NEEDED. IT'S ALL ABOUT THE ENVIRONMENT – AND IT'S GREAT AT THE LAKE! *****

The California Tahoe Conservancy's (Conservancy) mission is to lead California's efforts to restore and enhance the extraordinary natural and recreational resources of the Lake Tahoe Basin.

ESSENTIAL FUNCTIONS

The Essential and Non-essential functions are performed pursuant to agency guidelines, applicable environmental and regulatory requirements, and consistent with Board direction.

Legislative/Agency/Stakeholder Outreach (50%)

- Identify potential sources of funding for conservation, restoration, recreation, forest management, and other EIP-related programs.
- Lead the development of funding strategies of grant applications in coordination with Conservancy staff;
- Develop and maintain working relationships with federal, state, and local conservation agency partners and nonprofit organizations;
- Assist with California Environmental Improvement Program reporting and coordination; and
- Assist with testimonies on behalf of the Conservancy at legislative and public hearings.

Project Development and Management (25%)

- Draft, implement and manage grants and contracts to local governments, nonprofits and consulting firms;
- Lead interagency teams to establish project priorities and coordinate implantation activities;
- Review work plans, project plans, budgets and specifications for consistency with approved Conservancy guidelines and project or program objectives;
- Identify potential restoration and public access projects by performing site inspections, boundary evaluations, and analysis of resource and public access issues;
- Utilize GIS and GPS to analyze and develop projects and prepare maps of projects and the associated natural resource;

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ESSENTIAL FUNCTIONS (CONTINUED)

- Ensure compliance with local regulation and environmental laws (including CEQA)
- Analyze alternatives with the objective of achieving multiple program benefits including wetland function, wildlife habitat, water quality, fuel hazard reduction, and public access; consult with public and other partners;
- Assist in the development of project plans, monitoring plans, and environmental documents as part of a project team;
- Review and approve invoices to ensure compliance with agency criteria;
- Gather and analyze information to support the development and management of projects, monitoring plans, and environmental documents;
- Synthesize technical and scientific information to determine environmental impacts and recommend mitigation measures or alternatives as appropriate; and
- Coordinate communication among grantees and state and federal agencies.
- Prepare grant applications in coordination with other Conservancy staff;
- Manage program related deliverables required by grants received by Conservancy.

Program Administration (25%)

- Prepare staff recommendations, consistent with guidelines, program objectives, and prior board actions as necessary;
- Assist with updating and maintaining the Conservancy's website as needed;
- Provide executive support, including development of presentations, press releases, and public outreach programs intended to convey specific messages to various parties of interest;
- Assist with responding to inquires from the public regarding policies for protecting and enhancing Conservancy resources;
- Assist with office administration, contract administration, grant program coordination, and coordination with Conservancy consultants, contractors, and seasonal staff;
- Assist in the development of policy recommendations and implement program and agency wide policies and strategic plans;

NON ESSENTIAL

- Assist with office administration, and coordination with Conservancy staff, consultants, contractors, and seasonal staff; and
- Other duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of: General ecology or general principles behind planning for the conservation and preservation of natural resources; land management plan development; park and facility management and deferred maintenance planning; general principles and techniques of research and statistical analysis; communication skills for purposes of data gathering; techniques and methods of evaluation of environmental impacts; various types of public facilities and how they service the community; State and Federal laws and regulations relating to the environment; 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.

Ability to: Analyze environmental situations accurately; gather and analyze data; prepare written reports in a clear and concise manner; work effectively with others as an interdisciplinary team member; conduct interviews for data gathering; apply general techniques of insuring participation in the planning process; demonstrate a history of communicating with members of the public in a respectful and non-confrontational manner.

ADDITIONAL DESIRABLE QUALIFICATIONS

- Ability to use computer and Microsoft software such as Word, Excel and Powerpoint
- Familiarity with graphic support software such as InDesign or Pagemaker
- Ability of Geographic Information Systems for mapping and project evaluation
- Basic problem solving analysis and decision making
- Basic familiarity with State and Conservancy budget processes

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ADDITIONAL QUALIFICATIONS

- Ability to facilitate groups, promote consensus, and resolve conflicts
- Understand diverse technical fields, communicate effectively with specialists, and synthesize and interpret technical information
- Develop creative solutions to resolve complex issues and to aesthetically blend man-made structures into natural landscapes
- Communicate effectively with Conservancy and other agency staff and with the general public
- Understand and empathize with the needs of others
- Work as a collaborative team member with other Conservancy staff
- Ability to organize, set priorities, and work independently with a minimum of supervision

INTERPERSONAL SKILLS

- Ability to receive and follow direction from supervisors
- Ability to maintain required job schedule
- Ability to focus attention on details
- Ability to follow work rules
- Ability to communicate by speaking and writing in a clear and concise manner
- Efficiency, conscientiousness and professionalism

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES

- Outdoor work -- involving inclement weather, use of snow shoes and/or cross country skis may be required
- Requires ability to effectively handle stress and meet deadlines
- Communication skills -- both oral and written
- Travel is required

WHO MAY APPLY:

- Individuals with eligibility (e.g., transfer, list, reinstatement) for the classification of Associate Environmental Planner.
- SROA/Surplus employees are encouraged to apply.
- Non-State employees who have already taken an examination for this job classification and have established employment list eligibility.
- All applicants, regardless of the type of eligibility, must meet the Minimum Qualifications of the classification. To view the Minimum Qualifications, please go to <http://www.calhr.ca.gov/state-hr-professionals/Pages/job-descriptions.aspx> and enter the Classification Code or Title you wish to review. In addition, please attach all required documents (i.e. transcript/diploma, license and/or required certificate) to your application.

HOW TO APPLY:

All interested applicants must submit a standard State Application Form STD.678 (Rev 10/13) with original signature, and must clearly indicate the basis of their eligibility in the "Explanations" section of the STD.678. Electronic applications will be accepted. E-mail them to: stefanie.melendez@tahoe.ca.gov

LIST RPA 007-TAH 14/15 on your application

Attach a resume or cover letter with your application stating your qualifications for the position you are applying for. After an initial screening of applications, only the most qualified candidates will be selected for an interview.

For more information on how to become a state employee visit the CalHR website:

<http://www.calhr.ca.gov/Pages/home.aspx>

ADDITIONAL INFORMATION:

- This position is a Limited Term up to 24-months with the possibility of becoming permanent.