

**CLASS SPECIFICATION**  
**ENVIRONMENTAL REGULATORY MANAGER**

**PAY GRADE: 60**

**CLASS CODE: 30003553**

**EFFECTIVE: March 12, 2021**

**CLASSIFICATION SUMMARY**

Under limited direction of management or executive-level position, leads, plans, organizes, manages, and directs the activities and personnel of regulatory compliance programs.

Responsibilities include: developing goals and strategies and coordinating bureau interactions with intergovernmental partners and regulatory agencies; collaborating with division managers to ensure operations and projects comply with policies and regulations; overseeing implementation of City regulations with outside parties; orchestrating bureau responses to environmental regulatory issues; ensuring bureau compliance with all federal, state, and local laws and requirements; contributing to bureau-wide planning and policy development; researching and recommending policy responses for emerging environmental protection issues; managing direct reports. Responsibilities are broad in scope, allow for discretion in carrying out the mission and goals of the organizational unit, and are evaluated in terms of overall program effectiveness.

**DISTINGUISHING CHARACTERISTICS**

Environmental Regulatory Manager is a distinct classification.

The Environmental Regulatory Manager is distinguished from Environmental Regulatory Coordinator in that the former provides leadership, oversight and direction for environmental regulation programs and issues and may supervise Environmental Regulator Coordinator.

The Environmental Regulatory Manager is distinguished from the Environmental Manager in that the former manages multiple programs with significant cost, impact and visibility that have bureau-wide and/or citywide impact and the latter is responsible for environmental programs or activities with a more narrowly defined scope.

The Environmental Regulatory Manager is distinguished from the Manager series in that the former is responsible for planning implementing and evaluating broad large-scale environmental compliance programs, with significant citywide and/or bureau-wide mission/project scope, visibility, and cost impact.

**ESSENTIAL FUNCTIONS**

Depending on the assignment, the incumbent may perform a combination of some or all of the following duties and performs related duties as assigned.

General Duties:

1. Formulate approaches and recommend policy responses for emerging environmental and natural resource issues bureau-wide and citywide.
2. Coordinate natural resource policy development and long-term natural resource planning with peer managers, other City bureaus, and external public agencies.

3. Lead analysis, interpretation, and development of bureau environmental compliance strategies in collaboration with the bureau leadership and City Attorney's office. Plan, organize, and manage compliance activities in collaboration with the bureau and city management.
4. Provide strategic leadership for interdepartmental planning and problem-solving in collaboration with other division managers. Coordinate work, plan budgets, provide direction to consulting teams, provide review of work products, and resolve conflicts in collaboration with peer division managers.
5. Hire, coach, mentor, evaluate and supervise staff. Establish performance goals, develop work plans and assign tasks in support of division mission. Review work products from subordinate managers as appropriate.
6. Develop and administer assigned budgets, and forecast and monitor expenditures. Determine priorities for new operating and capital funding requests and proposals.
7. Create, administer and manage contracts, grants, and/or cooperative agreements. Negotiate regulatory compliance agreements and oversee interagency agreements. Consult with City Attorney on legal and regulatory issues.
8. Research, evaluate and apply new and existing legislation, regulation and policy. Determine applicability to and effects on bureau operations, infrastructure and environmental program development and implementation.
9. Interpret, analyze, and oversee development and revisions of applicable City Code provisions and administrative rules related to the protection of the City's environmental assets.
10. Facilitate effective and positive communications between senior managers and staff in bureau, other City bureaus, outside agencies, and to support compliance with environmental requirements.

Specific Duties:

In addition to General Duties, the incumbent may perform a combination of some or all of the following position-specific duties.

1. Oversee the protection of the City's water sources. Manage plans and programs to anticipate and address effects to water sources, supply and infrastructure reliability. Evaluate the effectiveness of the division's programs and projects.
2. Oversee the protection of federally listed threatened or endangered species from water system operations, infrastructure and facilities. Manage plans and programs to anticipate and address potential effects to listed species. Evaluate the effectiveness of the division's programs and projects
3. Lead the bureau's negotiation of source-related real estate transactions including methodology for assessing property values and selection of properties or easements to be acquired, disposed or exchanged. Oversee assessment of potential impacts on natural and cultural resources and impacts on water system operations. Oversee resolution of related regulatory and land use issues with external agencies.
4. Provide leadership and coordination as an emergency responder during situations threatening the city's water supplies.
5. Serve as Group Manager (Manager III) during short absences of that position, including directing resources, assigning staff and representing the bureau's interests.

**SUPERVISION RECEIVED AND EXERCISED**

The work of this classification is performed under general direction and oversight by a Manager II, Manager III, Director, or other executive-level position.

Directly supervises a minimum of four (4) employees. May indirectly supervise staff assigned to subordinate supervisors.

### **KNOWLEDGE/SKILLS/ABILITIES REQUIRED**

1. Knowledge of watershed, water resource, environmental and natural resource science, policy and administration.
2. Knowledge of relevant federal, state, and local laws, statutes, regulations, and ordinances.
3. Knowledge of the principles and practices of leadership, operational and strategic planning, current business communication, public administration, program evaluation, budget preparation and administration.
4. Knowledge of principles of management, supervision, training, and performance evaluation.
5. Ability to research and critically evaluate complex legislative, regulatory, and environmental issues, formulate alternative approaches and recommend effective strategies.
6. Ability to lead complex, multi-year projects involving technical analysis and regulatory compliance.
7. Ability to develop, implement, and oversee complex, multi-year contracts.
8. Ability to negotiate complex regulatory compliance agreements and real estate transactions.
9. Ability to communicate effectively, both verbally and in writing; present information, proposals, and recommendations clearly and persuasively in public settings.
10. Ability to establish and maintain effective working relationships; demonstrate tact, diplomacy, and patience; and gain cooperation through discussion and collaboration.
11. Ability to collaborate with communities of color and people traditionally underrepresented in local decision-making; facilitate inclusive participation in programs and activities; communicate cross-culturally.
12. Ability to work in a complex social, political and intergovernmental work environment.
13. Ability to diagnose and resolve conflicts.
14. Ability to engage stakeholders.
15. Ability to utilize City-specific technology and general office software.

### **MINIMUM QUALIFICATIONS REQUIRED**

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.

**Education/Training:** Bachelor's degree from an accredited college or university with major course work in environmental science, fisheries, or related field.

AND

**Experience:** Five (5) years of progressively responsible experience in natural resources management and environmental protection, including two (2) years in a supervisory role.

### **Special Requirements and/or Qualifications:**

A valid state driver's license may be required for certain positions.

### **Preferred Qualifications:**

10 years of increasingly responsible natural resources management and environmental protection experience with attendant supervisory experience.

Master of Science degree.

Environmental Regulatory Manager Classification Specification

Management experience working for a public agency.

Bargaining Unit: Non-represented

Environmental Regulatory Manager Classification Specification

FLSA Status: Exempt

HISTORY

Revision Dates: