

CLASS SPECIFICATION

ENVIRONMENTAL REGULATORY COORDINATOR

PAY GRADE: 58

CLASS CODE: 30003376

EFFECTIVE: December 13, 2018

CLASSIFICATION SUMMARY

Reports to an Environmental Supervisor, Manager, or other supervisory- or management-level position. Under minimal supervision, performs a variety of professional duties, including negotiating and administering interagency agreements, negotiating regulatory permits, and ensuring compliance with state and federal environmental regulations.

Responsibilities include: serving as a liaison to outside governmental agencies and other bureau organizational units; developing partnerships with internal and external stakeholders to advance the goals of the City; working with stakeholders and other Bureaus/Offices to develop strategies and approaches for the administration of complex scientific programs and projects; developing and disseminating information; implementing elements of a specialized environmental program.

DISTINGUISHING CHARACTERISTICS

Environmental Regulatory Coordinator is a distinct classification.

Environmental Regulatory Coordinator is distinguished from the Coordinator series in that the former is responsible for large environmental regulation programs or projects with broad scope and impact, serves as the City's primary advisor on program or project with federal and state environmental agencies; may oversee or direct the work of contractors and/or supervise staff, performs technical work with broad, bureau- or City-wide impact, and has authority for independent decisions and recommendations regarding natural resource management actions to address complex environmental issues.

ESSENTIAL FUNCTIONS

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

General Duties:

1. Develop standard practices and procedures for environmental programs or projects; establish program and performance goals and communicate expectations to staff; oversee development of new programs; assess and evaluate existing programs.
2. Develop and administer scientific programs and projects; research and provide answers to technical questions; oversee the development and implementation of related plans, policies, and procedures.
3. Research complex policy issues and formulate courses of action to address issues; staff policy and technical committees to resolve or negotiate environmental regulatory solutions.
4. Negotiate and prepare complex interagency agreements, contracts, and environmental permits with state and federal regulators.
5. Recommend and implement updates to established guidelines and standards to improve efficiency and effectiveness.
6. Collaborate with City staff and management, and external partners, to deliver projects, services and products to the public, other governmental agencies, or private industry.

7. Act as liaison between Bureau/Office and partner agencies; review overlapping policies and resolve conflicts; facilitate integration of new partner agency initiatives.
8. Develop and monitor complex contracts, policies, and procedures; ensure compliance with environmental regulatory requirements; update and submit reports; draft related documents.
9. Design and manage scientific and statistical studies; oversee or conduct analysis of data; prepare reports and make presentations, analyze trends, and make recommendations for policy and operational changes.
10. Manage projects, interagency agreements, and professional services contracts; authorize contractor payments and administer contract modifications.

Specific Duties:

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

1. May supervise, lead and/or evaluate work of staff, including regular staff and casual/seasonal employees; develop team duties and responsibilities; provide support and ongoing direction.
2. Monitor program budget; prepare reports on revenue, expenditures, and future projections.
3. Track, analyze, and participate in public process for current and future federal, state, and local regulations; provide recommendations to stakeholders; coordinate response to proposed legislative changes.
4. Track federal and state environmental permits; coordinate with stakeholders to ensure permits comply with regulations.
5. Coordinate strategy with and provide technical expertise to the City Attorney's Office regarding environmental liability.
6. Train staff on environmental monitoring, reporting, and permitting.
7. Represent City and Bureau at national, regional and City-wide conferences, workshops, and committees.

SUPERVISION RECEIVED AND EXERCISED

The work of this classification is performed under minimal supervision by an Environmental Supervisor, Manager, or other supervisory- or management-level position.

This classification may supervise a small staff and may lead staff on assigned programs, projects, and functions.

KNOWLEDGE/SKILLS/ABILITIES REQUIRED

1. Knowledge of principles and practices of business communication and program administration.
2. Knowledge of principles, theories, methods and techniques of natural resources management and environmental protection.
3. Advanced skill in customer service and conflict resolution.
4. Advanced skill in negotiating with representatives of regulatory agencies to resolve technical and/or compliance issues.
5. Skill in evaluating consultant proposals; administering and overseeing the management of consultant contracts.
6. Ability to demonstrate tact, diplomacy, and patience, and gain cooperation through discussion and collaboration.
7. Advanced ability to analyze, interpret, explain, and apply relevant laws, regulations, ordinances, policies, and procedures.
8. Ability to learn City rules, ordinances, policies, and procedures related to area of assignment.
9. Ability to analyze complex or technical issues and problems, evaluate alternatives, and recommend policies, strategies, and effective courses of action.

10. Ability to exercise independent judgment, problem-solve, and take initiative within established procedures and guidelines.
11. Ability to utilize City-specific technology and general office software.
12. Ability to communicate clearly, logically, and persuasively, both verbally and in writing; prepare concise and comprehensive reports, correspondence, and other documents.
13. 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.
14. Ability to establish and maintain effective working relationships with Bureau/Office managers and staff, representatives of other governmental agencies, the public, and others encountered in the course of work.
15. Ability to provide guidance to staff to accomplish overall work objectives and oversee and lead a diverse group of non-technical and technical personnel.
16. Ability to work with a multicultural workforce, promote an equitable workplace environment, and apply equitable program practices to diverse and complex City services.
17. May require the ability to supervise, evaluate, and provide guidance to other staff.

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 natural resource or utility management, environmental science, biological or physical science, or other scientific field related to organizational unit or Bureau/Office;

AND

Experience: Five (5) years of progressively responsible experience involving analyzing, planning, negotiating, and/or evaluating environmental programs. Public agency experience preferred.

Special Requirements and/or Qualifications:

Specific licensure or certification in a relevant field may be required for certain positions.

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

Experience in performing work related to organizational unit may be required for certain positions.

Preferred Qualifications:

Graduate degree from an accredited college or university with major course work in biological, environmental, or physical science.

Bargaining Unit: Non-represented

FLSA Status: Exempt

HISTORY

Revision Dates: