

## EDITED TASK LISTING

CLASSIFICATION:     **SUPERVISING ENVIRONMENTAL PLANNER**    

**NOTE:** *Each position within this classification may perform some or all of these tasks.*

Task Statements	
1.	Supervise the planning and executing of major environmental planning, analysis, and research programs in connection with environmental impact studies to ensure compliance with the California Environmental Quality Act (CEQA) and environmental regulatory permits utilizing all applicable local, State and Federal laws, regulations and policies environmental laws, rules regulations (e.g., CEQA Guidelines, internet, etc.) on a daily basis.
2.	Represent the department in the environmental planning matters of statewide significance to ensure consistent application of departmental policies and procedures for planning and constructing adult and juvenile justice projects during the project team development process utilizing Design Criteria Guidelines (DCG), CEQA Guidelines etc., on a daily basis.
3.	Research programs in connection with environmental impact studies for adult and juvenile justice projects to meet CEQA and environmental permit requirements using the CEQA Guidelines on a daily basis.
4.	Evaluate Staff performance (i.e., development probation reports and individual training plans) for subornate staff to produce adequate environmental documents and to enhance staff knowledge of CEQA process utilizing SPB guidelines, DPA guidelines and CEQA guidelines, etc. as needed.
5.	<b>Serve as Program Manager for compliance with CEQA for all constructions and renovation projects to produce legally adequate CEQA documents utilizing CEQA Guidelines, relevant court cases and all applicable local, State and Federal laws, regulations and policies environmental laws etc., on a daily basis.</b>
6.	<b>Administrate statewide programs (e.g., Emergency Housing, Mental Health Care Programs etc.) for construction and renovation projects including planning, organizing, directing and controlling multidisciplinary teams of both contracted consultants and department staff to produce environmental document utilizing CEQA guidelines on a daily basis.</b>
7.	<b>Represent the department with Federal, State, and local agencies during the environmental planning process to executive management and to external stakeholders to effectively communicate departmental environmental compliance procedures utilizing CEQA guidelines, reports, correspondence, and meetings, etc., on a daily basis.</b>
8.	<b>Coordinate the environmental Planning process for the adult and juvenile construction projects including development of mitigation measures as well as strategies and interagency agreements to ensure project compliance with CEQA utilizing CEQA guidelines, all applicable local, State and Federal laws, regulations and policies laws, etc., as required.</b>

*Tasks highlighted in bold text are not currently on the SPB classification specification*

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9.	<b>Develop and recommend policy and strategies for construction and renovation projects to overcome issues and constraints that are specific to each project and/or program utilizing the CEQA guidelines, Departmental Operating Manual (DOM), all applicable local, State and Federal laws, regulations etc., on a daily basis.</b>
10.	<b>Represent the department in public hearings and meeting with representatives of local communities to communicate the purpose and need for prison construction projects and to ensure compliance with CEQA utilizing PowerPoint presentations, facts sheets, exhibits, etc., as required.</b>
11.	<b>Provide Management interface with Department of Justice and Attorney General's Office in order to provide support for legal challenges against environmental documents using CEQA Guidelines, all applicable local, State and Federal laws, regulations and policies laws, relevant court cases etc., on project by project basis.</b>
12.	<b>Represent the department in CEQA lawsuits, and assist with the preparation and review of various court documents needed to support legal case (i.e., administrative records, depositions, etc.) utilizing the CEQA guidelines all applicable local, State and Federal laws, regulations and policies laws, relevant court cases etc., on project by project basis.</b>
13.	<b>Direct field inspections of prospective project sites and make recommendations on those sites in order to prepare environmental technical studies utilizing CEQA guidelines, all applicable local, State and Federal laws, regulations and policies laws, etc., on a project by project basis.</b>
14.	<b>Review proposed legislation to determine the impact on the Department's environmental policies and procedures; provides recommendation (i.e., bill analysis, etc.) on proposed legislation utilizing CEQA guidelines all applicable local, State and Federal laws, regulations and policies laws, relevant court cases etc., on an occasional basis.</b>
15.	<b>Manage environmental consultant selection process to provide environmental planning services to prepare legally adequate environmental documents utilizing CEQA guidelines, All applicable local, State and Federal laws, regulations and policies laws, etc., on a project by project basis.</b>
16.	<b>Managing the contract amendment process by preparing scopes of services, cost estimates, fee proposals and participate in contract negotiations for all environmental consultant contracts utilizing departmental standard state contract procedures, all applicable local, State and Federal laws, regulations and policies laws, etc., on a project by project basis.</b>

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