

CLASS SPECIFICATION
Senior Environmental Program Manager

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general direction, plans, organizes, manages and participates in the work of personnel engaged in developing, implementing, and administering a very large scale environmental compliance program or environmental compliance project of significant City impact in terms of cost, public impact and visibility; researches, develops and recommends procedures and strategies to ensure compliance with federal and state environmental laws and regulations; plans and monitors performance against performance goals and objectives and ensures program results; leads and participates in efforts to build support and participation with internal and external stakeholders; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A Senior Environmental Program Manager is responsible for planning implementing and evaluating a broad large-scale environmental compliance program, with significant City and/or bureau mission/project importance, visibility and cost impact. Incumbents of this class are responsible for planning, developing, implementing and directing programs to ensure the operations and activities of the assigned bureau are carried out in compliance with federal and state environmental protection laws and regulations. Programs typically entail substantial, multi-year resource commitments and significant staff involvement. Work requires program/project management expertise to integrate multiple interests and stakeholders in achieving successful environmental compliance. In-depth organization and process knowledge is typically also essential for ensuring program/project success. Incumbents serve in an advisory role in the formulation of the City's environmental policy and strategy and maintain effective working relationships with regulatory agencies and community and environmental groups. Responsibilities and assignments are broad in scope and require independent judgment on issues that are complex, interpretive and evaluative in nature.

Senior Environmental Program Manager is distinguished from Environmental Program Manager by the incumbent's responsibility for managing larger, more complex environmental compliance programs with significant cost, impact and visibility.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Plans, organizes, controls, integrates and evaluates the work of staff; develops, implements and monitors work plans to achieve division mission, goals and performance measures; participates in developing and monitoring performance against the multi-year and annual program budget; supervises, manages and directs the development, implementation and evaluation of environmental

compliance plans, processes, systems and procedures to achieve City and bureau environmental compliance goals and objectives.

2. Plans, organizes, directs and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the City Charter, Code, human resources policies and labor contract agreements, subject to director and City management concurrence.
3. Provides leadership and works with staff to create a high performance, service-oriented work environment that supports the City's and bureau's mission, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.
4. Manages a large scale Citywide or bureau-specific environmental compliance program or project; formulates overall compliance goals; researches, develops and implements program or project plans to meet compliance goals and service objectives; develops, recommends and manages program budgets, develops and recommends compliance program policies and operating and administrative procedures; identifies and recommends solutions to program resource needs and compliance requirements; develops an annual work program; plans, organizes, implements and evaluates work activities to meet environmental compliance program or project goals; analyzes alternative methods to meet program and service goals, including conducting cost benefit and resource requirement analyses.
5. As project leader, defines project goals and objectives, convenes appropriate workgroups or task forces; develops agendas and facilitates meetings, develops and manages multi-year and annual work programs; conducts management reviews of progress against timelines and budgets and develops project reports and related materials; develops and prepares reports for City Council.
6. Plans and establishes operating policies and procedures for the assigned unit; manages consultants and assigned staff and monitors activities to ensure effective implementation of enforcement and compliance programs.
7. Reviews and researches federal, state and local laws, regulations, rules, compliance orders and court decisions relating to environmental protection issues; writes interpretations and recommends changes in enforcement or compliance procedures and policy needed to comply with environmental regulations.
8. Assists bureau managers and staff in compliance obligations; coordinates the design, development and implementation of internal procedures to govern procedures regulating the enforcement of policy regarding the violation of standards; implements bureau information program to assure that managers and staff understand their compliance obligations through training sessions and other technical resources.
9. Establishes and maintains constructive relationships with regulatory agencies and staff and serves as the bureau contact during audits and inspections of the bureau's regulatory compliance; coordinates the bureau's response in regulatory action with environmental agencies.

10. Conducts internal compliance audits, surveys or reviews, reporting to bureau managers and appropriate agencies their programs' compliance status with federal, state and local regulatory requirements; recommends corrective action to change or improve procedures and bureau, division, unit or staff performance; maintain records of audits and compliance reports.
11. Prepares and makes presentations; briefs elected officials and City staff regarding major issues, findings or concerns; makes recommendations regarding environmental issues, programs and funding requirements to bureau managers and the director.
12. Serves as an expert environmental compliance resource, provides training and technical assistance to City and other agency staff; interprets program policies and associated regulations; represents the bureau in meetings with outside agencies regarding environmental compliance issues.
13. Consults with the commissioner in charge, City attorney, bureau managers, governmental entities and industry on environmental issues affecting the bureau and City.
14. Evaluates consultant proposals and qualifications and recommends consultant selection; administers consultant contracts.
15. Performs legislative and policy analyses of complex issues with potentially significant impact on environmental compliance and/or costs or funding; formulates approaches and courses of action to address issues identified.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Advanced principles, theories, methods and techniques of natural resources management and environmental protection.
2. Advanced principles, practices, tools and techniques of program/project planning and management.
3. Local, state and federal laws, regulations and court decisions pertaining to the work.
4. Administrative principles and methods including goal setting, program development and implementation.
5. Principles and practices of budget preparation and administration.
6. Principles and practices of group process facilitation and conflict resolution.
7. Codes, regulations and guidelines pertaining to the work.
8. Principles and practices of effective management and supervision.

Ability to:

1. Plan, organize, manage and direct a variety of complex environmental compliance functions and activities to achieve goals, objectives, timelines and deliverables over a multi-year period.

2. Coordinate program activities with multiple stakeholders and facilitate consensus among diverse groups and individuals.
3. Analyze complex environmental compliance, operational and administrative problems, evaluate alternatives and reach sound, logical fact-based conclusions or recommendations.
4. Apply sound, creative problem solving techniques to resolve difficult environmental compliance program issues and problems.
5. Understand, interpret, explain apply laws, regulations, ordinances and policies applicable to environmental compliance projects/programs.
6. Prepare clear and concise records, reports, correspondence and other written materials appropriate to the audience.
7. Collect, evaluate and interpret, appropriate environmental and other applicable data, either in statistical or narrative form.
8. Present conclusions and recommendations clearly, logically and persuasively to both internal and external stakeholders.
9. Negotiate effectively on behalf of the bureau and City.
10. Exercise tact and diplomacy in dealing with difficult people, issues and situations.
11. Exercise expert independent judgment and initiative in the recognition and resolution of complex and difficult problems within general policy guidelines.
12. Establish and maintain effective working relationships with bureau managers, and staff, staff of other bureaus, representatives of other agencies, the public and others encountered in the course of the work.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a degree in environmental resources, public or business administration, law or a closely related field; and five years of increasingly responsible natural resources management and environmental protection or compliance experience; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid state driver's license.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 07-01-02

Revised:

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following class(es):

2032 ENVIRONMENTAL RESOURCES MANAGER Adopted: 06-01-91; Revised: 07-01-92

3359 PUBLIC WORKS PROJECT MANAGER Adopted: 07-01-92

June 2009 - Change Job Class number from 7610 to 30000664, due to system change.