

**CLASS SPECIFICATION**  
**Environmental Program Coordinator**

FLSA Status: Exempt  
Union Representation: Professional and Technical Employees (PTE)

**GENERAL PURPOSE**

Under direction, performs a variety of responsible, professional-level duties involved in the development, implementation and administration of a moderate- to large-scale environmental compliance program with City-wide or bureau-wide impact; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

This is the journey-level professional class in the environmental program management series. Incumbents may be assigned to administer a small- to moderate-scale program with bureau-wide impact, or participate in the development and administration of a large-scale program. Assignments require considerable knowledge of environmental protection laws and regulations relevant to the assigned bureau. The work of this class involves significant accountability and decision-making responsibilities.

**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. Within an assigned area of responsibility, researches, develops and recommends policies, procedures and guidelines to ensure bureau compliance with federal, state and local environmental protection laws and regulations.
2. Reviews and researches federal, state and local laws, regulations, rules, compliance orders and court decisions relating to environmental issues; writes interpretations and recommends changes in procedures and policy to comply with environmental regulations.
3. Reviews and evaluates impact of federal and state standards and requirements on bureau operations and activities; confers with bureau and City staff to discuss systems and processes to comply with requirements; advises City officials and staff on environmental regulation issues.
4. Evaluates consultant proposals and qualifications and recommends consultant selection; administers and oversees the management of consultant contracts.
5. Implements assigned tasks and projects to meet watershed plan implementation and objectives.
6. Inspects and monitors bureau operations to ensure compliance with environmental regulations; advises bureau personnel on compliance issues.

7. Works with representatives of regulatory agencies to resolve technical and compliance issues and to explain program activities and objectives.
8. Represents the City with other citizen and community groups, public agencies and legislative bodies and committees on environmental issues within the assigned areas of responsibility.
9. Prepares and makes presentations and briefs elected officials and City staff regarding major issues, findings or concerns, and makes recommendations regarding environmental programs and funding requirements to bureau staff.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

1. Principles, theories, methods and techniques of natural resources management and environmental protection.
2. Local, state and federal laws and regulations pertaining to the work.
3. Administrative principles and methods including goal setting, program development and implementation.
4. Principles and practices of budget preparation and administration.
5. Computer software applications related to the work.
6. Codes, regulations and guidelines pertaining to the work.

### **Ability to:**

1. Plan, assign, direct and coordinate a variety of functional specialties with overlapping work areas.
2. Analyze complex operational and administrative problems, evaluate alternatives and recommend or implement effective courses of action.
3. Develop and implement goals, objectives, policies, procedures, work standards and management controls.
4. Prepare clear and concise records, reports, correspondence and other written materials.
5. Exercise independent judgment and initiative within general policy guidelines.
6. Establish and maintain effective working relationships with those 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, or a closely related field; and two years of increasingly responsible natural resources management and environmental protection 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.

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**Class History:**

Adopted: 07-01-02  
Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following class(es):  
0966 PROGRAM COORDINATOR. Adopted: 07-01-92  
0968 PROGRAM MANAGER I. Adopted: 07-01-92

Revised:  
10-19-05 (Updated class spec to include project management and emphasize contract management.)  
June 2009 - Change Job Class number from 7608 to 30000662, due to system change.  
October 28, 2011 – Changed representation to COPPEA  
July 2017 – Updated union name from COPPEA to PTE