

**City of San José**  
**CLASS SPECIFICATION**

**Title: Assistant/Associate/Environmental Services Specialist (8201/8202/8203)**

<b>DEPARTMENT</b>	<b>ACCOUNTABLE TO</b>	<b>FLSA STATUS</b>
Varies	Varies	Non-exempt

**CLASS SUMMARY**

Under general supervision (Assistant Environmental Services Specialist), or direction (Associate Environmental Services Specialist and Environmental Services Specialist), performs highly technical and specialized functions to preserve environmental resources and to provide public protection in the area of environmental sciences; develops, organizes, and coordinates assigned plans, programs, and/or special projects for the City and its environmental services; and acts as a primary resource in designated area(s) of expertise to City officials, departmental management, community, and industry. Plans, organizes, directs, and participates in assigned program area and/or project activities including contract management, legislative advocacy and policy planning and development. Performs related work as required.

**DISTINGUISHING CHARACTERISTICS**

The Assistant/Associate/Environmental Services Specialist is a three level flexibly staffed class, described as follows:

Assistant Environmental Services Specialist - This is the first level class in the Environmental Services Specialist classification series responsible for providing support for an assigned environmental program area while learning the diverse range of programs and services provided by the department. Positions at this level are not expected to function with the same amount of knowledge or skill level as positions allocated to the Associate Environmental Specialist level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. As experience is gained, assignments become more varied and are performed with greater independence.

Associate Environmental Services Specialist - This is the second level class in the Environmental Services Specialist classification series responsible for providing support for an assigned environmental program area. Incumbents are expected to work independently and exercise judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Environmental Specialist in that the latter performs the full range of duties assigned to the series, including serving as a team lead for an assigned environmental program area.

Environmental Services Specialist - This is the third level class in the Environmental Services Specialist classification series responsible for performing the full range of program support and lead duties. Incumbents regularly work on tasks that are varied and complex, requiring considerable discretion and independent judgment. Positions in this classification rely on experience and judgment to ensure the efficient and effective functioning of the assigned environmental program area. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver work products. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. This class is distinguished from the Supervising Environmental Services Specialist in that the latter class is responsible for managing a work group and/or assigned program within the department.

**QUALIFICATIONS**

**Minimum Qualifications**

**City of San José**  
**CLASS SPECIFICATION**

**Title: Assistant/Associate/Environmental Services Specialist (8201/8202/8203)**  
**Education and Experience**

**Assistant Environmental Services Specialist**

- A bachelor's degree from an accredited college or university, AND
- One (1) year (2,080 hours) of experience developing, promoting, administering, and/or participating in the implementation of environmental programs (e.g.: programs in air quality, integrated waste management, biology, agriculture, energy, forestry or parks, habitat restoration, wastewater, water resources, stormwater, archaeology, geology, resource conservation, industrial or environmental health and safety, or any program emphasizing environmental sustainability or environmental regulatory compliance).
- Relevant experience in environmental services programs typically includes: preparing outreach/educational materials, conducting survey work, tracking and monitoring deliverables, coordinating special events, promoting programs, implementing new programs, policy development, planning and permitting, grants or contracts administration, analyzing data and creating reports, and/or tracking budgets.

**Associate Environmental Services Specialist**

- A bachelor's degree from an accredited college or university, AND
- Two (2) years of increasingly responsible experience in developing, promoting, administering, and/or implementing environmental programs in one or more of the areas described under *Assistant Environmental Services Specialist* experience.

**Environmental Services Specialist**

- A bachelor's degree from an accredited college or university, AND
- Three (3) years of increasingly responsible experience in developing, promoting, administering, and/or implementing environmental programs in one or more of the areas described under *Assistant Environmental Services Specialist* experience, including one (1) year of experience leading people or projects.

**Acceptable Substitution**

- A master's degree from an accredited college or university may be substituted for one (1) year of the required experience developing, promoting, administering, and/or implementing environmental programs.
- Additional years of experience in developing, promoting, administering, and/or implementing environmental programs may be substituted for the bachelor's degree requirement on a year-for-year basis.

**Other Qualifications**

**(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)**

**Basic Competencies**

**(Needed at entry into the job in order to perform the essential duties.)**

- Job Expertise – Demonstrates knowledge of and experience with applicable professional/technical principles and practices, Citywide and departmental procedures/policies and federal and state rules and regulations.
- Communication Skills – Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.

**City of San José**  
**CLASS SPECIFICATION**

**Title: Assistant/Associate/Environmental Services Specialist (8201/8202/8203)**

- Computer Skills – Experienced with common business computer applications including but not limited to: MS Outlook, MS Word, MS PowerPoint, MS Access, and MS Excel.
- Teamwork & Interpersonal Skills – Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.
- Analytical Thinking – Approaching a problem or situation by using a logical, systematic, sequential approach.
- Decision Making – Identifies and understands issues, problems, and opportunities; uses effective approaches for choosing a course of action or developing appropriate solutions.
- Initiative – Exhibits resourceful behaviors toward meeting job objectives; anticipates problems, is proactive, and avoids difficulties by planning ahead; displays willingness to assume extra responsibility and challenges; pursues continuing education opportunities that promotes job performance.
- Problem Solving – Approaches a situation or problem by defining the problem or issue; determines the significance of problem; collects information; uses logic and intuition to arrive at decisions or solutions to problems that achieve the desired outcome.
- Political Skill – In taking action, demonstrates an understanding and consideration of how it will impact stakeholders and affected areas in the organization.

**Additional Competencies and/or Desirable Qualifications**

**(Competencies, knowledge, skills and abilities that are more position specific and/or likely to contribute to more successful job performance.)**

**Competencies:**

- Leadership – Leads by example; demonstrates high ethical standards/ remains visible and approachable and interacts with others on a regular basis; promotes a cooperative work environment, allowing others to learn from mistakes; provides motivational supports and direction.

Specific positions may require designated course work and/or training depending on the duty assignments.

<b>DUTY NO.</b>	<b><u>TYPICAL CLASS ESSENTIAL DUTIES:</u>(These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:</b>	<b>FREQUENCY*</b>
1.	Participates as a member of an assigned programmatic and/or administrative team responsible for a variety of goals and activities; provides technical and specialized input to team efforts, acts as a team leader on a rotational, and/or assigned basis; on a continuous basis, updates knowledge base and learns new skills.	Daily/Several Times

**City of San José**  
**CLASS SPECIFICATION**

**Title: Assistant/Associate/Environmental Services Specialist (8201/8202/8203)**

2.	Develops, implements, adjusts, and oversees the assigned program's work plans as well as individual work plans; assigns, monitors and manages work assignments, projects, and programs to appropriate staff/team members; monitors work flow; adjusts individualized work plan and related activities in response to changing priorities or other impact situations; prepares program related work products; and reviews and evaluates and adjusts work products, methods, and procedures.	Daily/Several Times
3.	Builds and maintains effective working relationships with co-workers, other City employees, other organizations and their representatives, and the general public, demonstrating positive customer service and communication skills.	Daily/Several Times
4.	Plans, organizes, directs, and participates in assigned program area and/or project activities to preserve environmental resources and provide environmental protection through tasks including contract management, monitoring, and compliance; legislative advocacy and tracking; policy planning and development, external and internal customer service, training; outreach; data collection and analysis; presentation of technical and specialized data and analysis; and program design and development.	Daily/Several Times
5.	Participates in the development and implementation of department and division goals, objectives, policies and procedures by participating on programmatic work teams; assists in promoting a team environment by contributing a perspective consistent with assigned duties and responsibilities.	Daily
6.	Collects, monitors, analyzes, and evaluates environmental program data using a variety of modeling and statistical methods and techniques.	Daily
7.	Acts as a primary resource, team or project lead, and/or City/departmental representative in a designated area of expertise in environmental services such as resource management and/or conservation, permitting and compliance, legislative advocacy, resource development and planning, and/or enforcement.	Daily
8.	Develops a variety of materials and activities, including but not limited to, printed collateral, website content, online newsletters, and social media posts to promote, implement, and evaluate environmental programs in a manner that will enhance public awareness of environmental initiatives that align with the City's goals and mission.	Weekly
9.	Researches, reviews, and prepares a diverse range of technical and administrative reports and presentations; provides necessary documentation and justification for presentations including metrics to track statistical and/or scientific analyses; prepares written correspondence and/or policy analysis as necessary in the performance of required duties.	Weekly
10.	Participates with other City departments, community organizations, consultants, other jurisdictions and agencies in environmental program development and coordination efforts as well as legislative advocacy and education.	Weekly
11.	Participates in the preparation of assigned program budget; assists in budget implementation; participates in the forecasting of funds needed for staffing resources, equipment, and materials; prepares appropriate	Weekly

**City of San José**  
**CLASS SPECIFICATION**

**Title: Assistant/Associate/Environmental Services Specialist (8201/8202/8203)**

	documentation and paperwork needed for tracking and monitoring purposes.	
12.	Assists in the development and implementation of departmental goals, objectives, policies and procedures by providing leadership and cooperative participation on programmatic work teams; contributing input and expertise in highly complex and technical program area(s) as necessary and upon request.	Weekly
13.	Reviews and analyzes proposed legislation and regulatory issues related to designated and specialized area of expertise; provides input and analyses of review and recommends appropriate course of action for the City according to its needs and priorities; develops and advocates City's position on legislation and/or issues upon request.	Weekly
14.	Oversees and coordinates the work of consultants, contractors and other organizations providing specialized support to the City's environmental services programs; monitors contracts, billings, and work in progress, ensuring compliance with contract provisions.	Weekly
15.	Represents the City, department, division and/or assigned program to outside agencies, and organizations, at conferences, public forums and community meetings as well as with inter-agency groups and committees; participates in outside community, professional, and industry groups and committees; provides specialized technical assistance/input as necessary; may conduct presentations related to City's environmental programs upon request.	Intermittent
16.	Performs other related duties as required.	As Required

\*Frequency defined as Daily/Several Times, Daily, Weekly, Intermittent, or As Required

**PHYSICAL/ENVIRONMENTAL ELEMENTS**

The following is a general statement for the classification. Individual positions may have additional or different physical/environmental elements.

In an office environment, possess ability to:

- Operate, access, enter, and retrieve data using standard office equipment, including but not limited to a computer or tablet;
- Read printed materials and a computer screen;
- Communicate in person and over the telephone;
- Lift, carry, push, and pull materials and objects up to 25 pounds, or heavier weights, in all cases with the use of proper equipment;
- Move between/within work areas, including but not limited to sitting, walking, and standing on various surfaces, turning, bending, grasping, and making repetitive hand movements;
- Be exposed to moderate noise levels and controlled temperature conditions;
- Maintain professional demeanor during interactions with staff, customers, and the public.

**CLASSIFICATION HISTORY** Created 3/96, Rev. 2/98 (Assistant Environmental Services Specialist), Rev. 08/18; s002/s001, Rev. 11/22; s003