

## ENVIRONMENTAL PLANNING SPECIALIST

### DEFINITION

Monitors the District's compliance with the California Environmental Quality Act (CEQA) by reviewing proposed District and other agencies' projects to determine the environmental effects and identify mitigation measures to reduce adverse impact of the projects on District facilities and schools.

### TYPICAL DUTIES

- Determines, prepares, and processes the appropriate environmental review documents necessary to inform the public, Board Members, District staff, public agencies, and other project representatives involved in the District's building and acquisition projects about the environmental effects that will result from proposed projects.
- Prepares written comments on other agencies' projects which reflect the District's concerns regarding the potential impact of proposed development projects, general and community plans, including the evaluation of various environmental impacts, alternatives to the proposed project and suggestions for ways in which the effects of negative impact on schools and other District facilities can be mitigated.
- Interprets and applies an understanding of the relative issues pertaining to the environmental, geologic, land use, population, housing, air quality, traffic, noise, visual, and other potential hazards of proposed projects in the preparation of detailed comments on other agencies' projects.
- Interacts with outside consultants, administrators, and staff from various branches of the Facilities Services Division; school stakeholders; Los Angeles City planning staff; Metropolitan Transit Authority; and other public agency staff, project representatives, and attorneys to discuss sometimes controversial issues surrounding proposed projects.
- Reviews preliminary drafts of environmental and planning documents, reviews CEQA legislation and rulings for applicability to schools and other District facilities and prepares response documents to accompany projects.
- Circulates environmental documents received from other agencies to appropriate District offices and schools and coordinates the receipt of responses from the individual departments stating their concerns about ongoing projects.
- Presents oral testimony before decision making bodies on other agencies' projects that may impact schools and District facilities.
- Researches and responds to inquiries on land use (zoning) issues.
- Provides guidance and work direction to lower-level personnel in the review, preparation, and processing of data needed for the preparation of clear, concise, and complete environmental review and related documents for the District.
- Conducts environmental surveys, evaluations, and inspections to verify CEQA mitigation measures are properly implemented.
- Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Environmental Planning Specialist researches and prepares environmental documents to accompany the District's building acquisition and repair projects; prepares written comments on projects; reviews environmental impact reports and related documents; circulates information to District offices and coordinates responses; interacts with City planning staff and project representatives; monitors mitigation; and presents oral testimony.

An Environmental Health Supervisor supervises and directs the activities related to various environmental health and safety programs including but not limited to accident prevention, industrial hygiene, asbestos, lead, construction, chemical evaluation, environmental compliance, and waste management.

## SUPERVISION

General supervision is received from an Environmental Health Supervisor or the Site Assessment Program Administrator.

## CLASS QUALIFICATIONS

### Knowledge of:

California Environmental Quality Act statutes and ordinances applicable to the District, in addition to Local, State, and federal laws and legal precedents pertaining to environmental law, planning and zoning, and urban planning practice  
Accepted practices and trends in local, state, and federal planning and legislation affecting the District  
Acceptable terminology and format for use in environmental impact reports, mitigation monitoring plans, negative declaration reports, plan revision documents, and other material  
Sources of information applicable in the collection of data used in the preparation of environmental documents  
Organization, function, and contacts within the District and at the other public agencies that are involved in District or other agency projects  
Principles and practices of the District's Facilities Services Division including the Asset Management Branch and Project Execution Branch  
Microsoft Windows operating systems and Office Suite programs

### Ability to:

Accurately interpret statutes and ordinances relating to environmental and land use issues  
Conduct preliminary research, compile data, and prepare detailed narrative reports on complex technical issues  
Present testimony by speaking clearly and convincingly and make oral presentations before consultants, decision-making bodies, stakeholders, and other interested groups  
Deal tactfully and professionally with personnel at all levels within and outside of the District especially with regard to sensitive issues  
Operate a computer and associated peripheral equipment

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a bachelor's degree, with a major in environmental policy, environmental studies, urban planning or a closely related field.

### Experience:

Two years of professional experience in a position requiring the application of California Environmental Quality Act (CEQA) compliance regulations in the gathering of data, preparation, processing, and review of environmental review documents.

### Special:

A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle.

## SPECIAL NOTES

May require wearing a negative pressure respirator.

Use of respirator may be subject to medical clearance which meets pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials including, but not limited to, asbestos or lead.

Employees in this class may be required to work atypical work weeks, evenings, and weekends.

The class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by relevant law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised  
07-06-23  
BM