CONSERVATION, DEPARTMENT OF

Title: ENVIRONMENTAL PLANNER
Salary: $3,247.00 - $5,029.00
Posted: 07/30/2015

Job Description:
This recruitment may be used to fill multiple vacancies occurring in this location for this classification within the next 60 days.
This position is subject to the Department’s Conflict of Interest Code.

Are you interested in working with a team of dedicated professionals whose job it is to promote informed land-use decisions and sound management of California’s agricultural lands? Working to preserve California’s open-space for its scenic, social, and wildlife values? If so, this job may be for you!

The Department of Conservation (DOC), Division of Land Resource Protection (DLRP), Conservation Program Support Unit is currently recruiting for an Environmental Planner. Our Mission is to provided information, maps, funding and technical assistance to local governments, consultants, Resource Conservation Districts (RCDs) and non-profit organizations statewide with the goal of conserving the State’s agricultural and natural resources. Our work is organized along two primary functions, Conservation Program Support (CPS) and Financial Assistance. DOC is a unique agency with flexible working hours and a convenient location in downtown Sacramento. Bus routes, light rail stations, and other services are within walking distance. Paid on-site parking is available within the building.

RESPONSIBILITIES: Under the general supervision of the Senior Environmental Planner (SEP), CPS Unit, this position works primarily as a grant manager and reviewer, administering grants to facilitate farmland conservation efforts. The CPS Unit provides financial assistance through a variety of funding resources and in the form of grants, for the purchase of agricultural conservation easements (ACEs). Grant managers evaluate proposed easement projects, ensuring that the easements meet various program criteria, statues, and program guidelines and that transactions meet fiscal accountability, grant tracking, and long term monitoring requirements. This position also provides project alternatives analysis using GIS technology.

Duties include managing agricultural conservation easement grants which supply financial assistance to non-profit agencies, local government agencies, RCDs, and other agencies throughout the State, assist in review and prioritize agricultural conservation easement funding proposals, assist in field site visits, develop and prepare grant agreements and grant revisions. In consultation with Staff Counsel, SEP, and other grant managers, assist with the coordination of negotiation and development of agricultural conservation easement terms and conditions, review and revise scope of work, timelines and budgets, analyze and track grant progress and prepare reports on grantee’s performance, develop and maintain budget worksheets, and verify grant invoices, prepare and review monitoring reports, develop and prepare correspondence, program reports, fact sheets, and tabular data, assist the public, local governments, and potential grantees in identifying and locating needed resources. Assist in workshops and make presentations.
DESIRABLE QUALIFICATIONS:
Ability to work as part of a diverse team with minimal supervision, experience with land use and environmental planning, CEQA, and local governments. Knowledge of, or ability and desire to learn, agricultural practices, crops, land use and agricultural conservation trends, experience with procedures associated with grant management and fiscal control skills, good research, writing and organizational skills, excellent interpersonal skills, good public speaking skills, ability to understanding and participate in real estate transactions, ability to analyze and interpret state and federal statutes and regulations, use geographical information system (GIS) software or ability to learn use of GIS, use of office software, e.g., Microsoft Word, Excel, Access and PowerPoint. Ability to travel overnight. This is limited travel as only occasional overnight travel may be needed.

WHO MAY APPLY: Applications will be accepted from current State employees at the ENVIRONMENTAL PLANNER level, those with transfer eligibility, or those with list eligibility. Training and Development Assignments may be considered. All applications will be reviewed, however, only the most qualified candidates will be interviewed. All applicants, regardless of the type of eligibility, must provide proof of meeting the minimum qualifications of the classification. To view the minimum qualifications, please visit CalHR Job Descriptions and type in either the class code or title of the classification for which you are applying.

APPLICATION PROCEDURE:
Please mail a completed standard State Application STD 678, with original signature and date, and a copy of your college degree and/or transcripts, to Jamie Rowland, Department of Conservation, Human Resources Office, 801 K Street, MS 22-13, Sacramento, CA 95814.

DO NOT EMAIL OR FAX APPLICATION. Emailed and/or faxed applications will not be accepted. PLEASE INDICATE HRO # 306, ENVIRONMENTAL PLANNER, PSN # 538-303-4640-XXX ON THE STATE APPLICATION.

Applications must be postmarked by the final filing date to be considered. For additional information, please call Jamie Rowland at (916) 324-7344.

FINAL FILING DATE: August 14, 2015 by 5:00 p.m. – Close of Business

NOTE: Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR for review and the applicant’s name may be removed from the eligibility list.

If you are applying for more than one recruitment, a separate State Application (STD. 678) is required for each recruitment for which you would like to be considered.
### Additional Information:

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<td>538 - 303 - 4640 - XXX</td>
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**Final Filing Date:** 08/14/2015  
**Department Link:** [http://www.consrv.ca.gov](http://www.consrv.ca.gov)

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| Human Resources Office  
801 K Street, MS 22-13  
Sacramento, 95814 | Jamie Rowland  
916-324-7344  
jamie.rowland@conservation.ca.gov |