

City and County of San Francisco



Department of Human Resources

Gavin Newsom
Mayor

Micki Callahan
Human Resources Director

**NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR**

Date: November 9, 2010

Re: **Notice of Proposed Classification Actions –Final Notice No. 19 FY 2010/2011 (copy attached)**

In the absence of requests to meet addressed to the Human Resources Director, the classification actions contained in the above referenced notice became effective November 9, 2010.

Micki Callahan
Human Resources Director

by:

A handwritten signature in black ink, appearing to be "Steve Ponder", written over a horizontal line.

Steve Ponder
Classification and Compensation Manager
Human Resources

cc: All Employee Organizations
All Departmental Personnel Officers
Micki Callahan, DHR
Martin Gran, DHR
Carmela Villasica, DHR
Linda Cosico, DHR
Christina Fong, DHR
Rich David, DHR
Anita Sanchez, CSC
Harvey Rose, Budget Analyst
Debra Nebreda, CON
Tinhha Luong, CON
Maria Newport, SFERS
Clare Leung, MTA
RAS Team Leader(s)
DHR Support Services
E-File

**NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY
THE HUMAN RESOURCES DIRECTOR**

The following actions are being posted in accordance with Rule 109. In the absence of requests to meet addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

Posting No: 19
Fiscal Year: 2010/2011
Posted Date: November 02, 2010

***AMEND THE FOLLOWING JOB SPECIFICATION(S):
(Final job specification attached.)***

Item #	Class/Title
1	5298 Planner III-Environmental Review

For additional information regarding the above proposed action, please contact Carmela Villasica at (415) 557-4933 or email her at Carmela.Villasica@sfgov.org.

Requests to meet on an item should be addressed to the Human Resources Director, 1 South Van Ness, 4th Floor, San Francisco, CA 94103. All requests must be received in writing no later than close of business seven (7) calendar days from the posting date. FAX'd copies will be accepted as timely with original to follow. Copies of this notice may be obtained from the Information Center, 1 South Van Ness, 4th Floor or from DHR's website at: <http://sfdhr.org/index.aspx?page=109>

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DHR Support Services
Martin Gran, DHR
Steve Ponder, DHR
Maria Newport, SFERS
Clare Leung, MTA
Suzanne Wong, MTA
File

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Planner III- Environmental Review
Job Code: 5298**

INTRODUCTION

Under direction, performs difficult and responsible environmental review work, participating in all phases of environmental review including analysis of environmental impacts and mitigation measures; coordinates difficult environmental review cases; performs complex initial environmental studies; provides information to the public on environmental review procedures; and performs related duties as required.

DISTINGUISHING FEATURES

This is the fully trained level in the environmental review planning specialty. Incumbents coordinate difficult and complex environmental review projects, participate in all aspects of environmental review and may supervise employees in subordinate classifications. The Environmental Review series is distinguished from classes in the general Planner series in that the former describes positions which are responsible for analysis and evaluation of projects for environmental impact while the latter describe positions which analyze and prepare data for a variety of city planning projects including urban renewal, zoning, master planning and other land use problems.

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Performs difficult environmental impact evaluations of projects including review of technical portions of Environmental Impact Reports involving mathematical modeling, surveys, analyses, and forecasts as applied to a range of environmental matters such as air pollution, water, energy, waste and endangered species.
2. Reviews Environmental Impact Reports for compliance with Federal, State and local laws and regulations; supervises other staff members in the preparation of negative declarations and various categorical exemption reports.
3. Coordinates environmental impact reviews for major public and private projects, including preliminary conferences, consultations with consulting specialists and submission of reports to the City Planning Commission.
4. Interprets and explains legal, technical and procedural aspects of environmental review to the public; prepares technical reports and correspondence.
5. Supervises subordinate survey, clerical and office personnel in the preparation of various environmental impact documents.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Planner III- Environmental Review
Job Code: 5298**

Knowledge, Abilities and Skills: Requires knowledge of the principles and practices of environmental analysis; methods and data sources for environmental investigations; and accepted practices in implementation of environmental law.

Requires ability to carry out assigned tasks decisively and accurately; to work effectively in a department team framework; to exercise judgment in the critical analysis of the work of a wide variety of specialized environmental consultants; prepare concise reports; maintain organized records; supervise the work of subordinate employees; and deal tactfully with the public, governmental officials, professional and technical persons, and other City employees.

MINIMUM QUALIFICATIONS

These minimum qualifications are to be used as a guide for establishing the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

1. Baccalaureate degree from an accredited college or university AND four (4) years (8000 hours) of verifiable full-time equivalent experience either:
 - A. performing environmental review functions OR
 - B. in a city/regional/urban planning environment preparing documents for entities such as California Environmental Quality Act (CEQA), California Department of Fish and Game, U.S. Fish and Wildlife Service, U.S. Army Corps of Engineers, Regional Water Quality Control Board, Federal Aviation Administration (FAA).

OR

2. Master's degree from an accredited college or university in city/regional/urban planning, environmental studies, architecture, law, earth sciences, geography, economics, landscape architecture, civil engineering, urban studies or public administration AND two (2) years (4000 hours) of verifiable full-time equivalent experience either:
 - A. performing environmental review functions OR
 - B. in a city/regional/urban planning environment preparing documents for entities such as California Environmental Quality Act (CEQA), California Department of Fish and Game, U.S. Fish and Wildlife Service, U.S. Army Corps of Engineers, Regional Water Quality Control Board, Federal Aviation Administration (FAA).

LICENSE AND CERTIFICATION

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Planner III- Environmental Review
Job Code: 5298**

PROMOTIVE LINES

Promotes to: 5299 Planner IV – Environmental Review

ORIGINATION DATE: 3-3-80

AMENDED DATE: 11/9/10

REASON FOR AMENDMENT *To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.*

BUSINESS UNIT(S): COMMN