



CONTRA COSTA COUNTY

HUMAN RESOURCES DEPARTMENT

651 Pine Street, 2nd Floor • Martinez, CA 94553
24-hour Job Hotline (925) 335 - 1700 • TTY or TDD (800) 735 - 2929
www.cccounty.us/hr

CLOSING DATE: September 1, 2017

PRINCIPAL ENVIRONMENTAL ANALYST

Monthly Salary Range: \$9,068 - \$10,009

Bargaining Unit: Local 21

THE POSITION

Contra Costa County Public Works is seeking a qualified candidate to fill one (1) vacancy for the Principal Environmental Analyst classification. This position has responsibility for the administration, supervision, direction and coordination of the Environmental Services Program of the Public Works Department. This classification supervises staff assigned to the Environmental Services Division, and provides management oversight in analyzing environmental impacts of Public Works projects.

The ideal candidate will possess the following:

- Ability to provide high level customer service
- Demonstrate teamwork and collaboration
- Effective communication skills both in writing and orally
- Ability to work independently and make sound decisions
- Ability to plan, organize, direct and evaluate the work of others
- Ability to do research, analysis and report in environmental impact assessments
- Ability to draft and or review comprehensive environmental impact reports and position papers

Read the complete job description at www.cccounty.us/hr. The eligible list established from this recruitment may remain in effect for six months.

TENTATIVE EXAM DATES

Tentative Oral Exam: September 27, 2017

MINIMUM QUALIFICATIONS

License Required: Possession of a valid California Motor Vehicle Operator's License. Out of state Motor Vehicle Operator's License will be accepted during the application period.

Education: Possession of a Bachelor's degree from an accredited college or university with a major in ecology, geography, environmental resource planning, natural resources management or other closely related natural sciences field which must have included successful completion of 12 semester or 18 quarter units of college coursework in the biological, ecological or natural resources science fields.

Internal Substitution for Education: One (1) year of experience as an Environmental Analyst III in Contra Costa County may be substituted for the Bachelor's degree. No substitution is allowed for the required completion of college coursework from an accredited college or university.

Substitution for Academic Major: One (1) year of full-time (or its equivalent) experience in a public or private sector office conducting environmental analysis of public infrastructure projects may be substituted for the academic major. No substitution is allowed for the required completion of college coursework from an accredited college or university.

Experience: Five (5) years of full-time (or its equivalent) professional experience in public infrastructure environmental analysis and/or activity which included securing regulatory permits and preparing CEQA (California Environmental Quality Act)/NEPA (National Environmental Policy Act) documents, which must include at least two (2) years of major program responsibility.

SELECTION PROCESS

1. **Application Filing:** All applicants must apply on-line at www.cccounty.us/hr and submit the information as indicated on the job announcement by the final filing date.
2. **Application Evaluation:** Depending on the number of applications received, an Application Evaluation Board may be convened to evaluate and select the best-qualified candidates for invitation to the next phase of the examination.
3. **Oral Interview:** Conducted by a Qualifications Appraisal Board who will evaluate candidates in job-related areas. Candidates must receive a score of at least 70, which may be an adjusted score, in order to be ranked on the employment list. (Weighted 100%)

The Human Resources Department may change the examination steps noted above in accordance with the Personnel Management Regulations and accepted selection practices. As part of the application process, an applicant may be required to complete a Conviction History form. The Conviction History form should only be submitted when requested.

DATE OPENED: August 21, 2017

Exam Number: 5RHA-2017A

THE COUNTY OF CONTRA COSTA IS AN EQUAL OPPORTUNITY EMPLOYER AND VALUES DIVERSITY AT ALL LEVELS OF THE ORGANIZATION

It is the policy of Contra Costa County to consider all applicants for employment without regard to race, color, religion, sex, national origin, ethnicity, age, disability, sexual orientation, gender, gender identity, gender expression, marital status, ancestry, medical condition, genetic information, military or veteran status, or other protected category under the law.