



**Open Departmental Examination
Senior Environmental Planner
California Department of Toxic Substances Control**



The mission of DTSC is to protect California's people and environment from harmful effects of toxic substances through the restoration of contaminated resources, enforcement, regulation and pollution prevention.

EEO: The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

DRUG FREE STATEMENT: It is an objective of the State of California to achieve a drug-free state work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service and the special trust placed in public servants.

WHO SHOULD APPLY: Persons who meet the "minimum qualifications" as stated below.

FINAL FILING DATE: Continuous

HOW TO APPLY:

Step 1. Visit www.jobs.ca.gov. Create your State application by establishing a profile or by navigating directly to the PDF application. Make sure you meet the minimum qualifications listed below. If you do not meet these requirements, your application will be rejected.

Step 2. Print the application and mail it to:

Department of Toxic Substances Control
PO Box 806
Attn: Human Resources, Chhing Chau
Sacramento, CA 95812

Step 3: When DTSC needs warrant, the link to the online examination will be mailed to applicants admitted into the examination. The examination results in an eligibility list of qualified applicants that DTSC uses as vacancies are created.

For questions, contact Chhing Chau in the Examination Unit at (916) 322-8669. TDD (916) 323-3418 or CALNET 8-473-3418

DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES.

SALARY RANGE: \$5,830 - \$7,245 per month

SPECIAL TESTING ARRANGEMENTS: If you have a disability and need special testing arrangements, mark the appropriate box on question #2 of the "Application for Examination." You will be contacted to make specific arrangements.

ELIGIBLE LIST INFORMATION: A departmental eligible list will be established for the Department of Toxic Substances Control. Names of successful competitors are merged into the open list established for use by the Department of Toxic Substances Control in order of final scores regardless of testing date. Eligibility expires 12 months after it is established. Competitors must then retake the examination to reestablish eligibility.

POSITION DESCRIPTION:

The Office of Planning & Environmental Analysis (OPEA) is responsible for ensuring that the Department of Toxic Substances Control (DTSC) is in compliance with the requirements of the California Environmental Quality Act (CEQA) for projects they intend to carry-out or approve as a Lead Agency under CEQA. OPEA also serves as the DTSC clearinghouse for outside agency environmental documents sent to DTSC for review as a Responsible Agency under CEQA.

Under general direction of the Supervising Environmental Planner, the Senior Environmental Planner plans and carries out the details of the most difficult, complex, and high-profile studies and investigations related to CEQA implementation within DTSC. Such work may include serving in a lead capacity over other personnel within the scope of activities conducted within OPEA.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:

It is your responsibility to make sure that you meet the education and/or experience requirements stated below.

NOTE: All applicants must meet the education and/or experience requirements for this examination by the final filing date. All applications/resumes must include "to" and "from" dates (month/day/year), time base, and civil service class titles. Applications/resumes received without this information will be rejected. Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

MINIMUM QUALIFICATIONS:

EITHER I

One year in the California state service performing environmental planning, environmental research analysis or evaluation in a class at a level comparable to that of Associate Environmental Planner.

OR II

Experience: Four years of experience directing or conducting environmental studies or managing an interdisciplinary team preparing environmental documents, at least one year of which must have been equivalent in level to work performed by an Associate Environmental Planner in the California state service. (A Doctorate Degree in Environmental Planning or Environmental Sciences may be substituted for three years of the general experience; a Master's Degree in Environmental Planning or Environmental Sciences may be substituted for two years of the general experience.) and

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

EXAMINATION INFORMATION: This examination will consist of an online Qualifications Assessment questionnaire. As the needs arise for the department, the link to the assessment will be mailed to applicants admitted into the exam. To obtain a position on the eligible list, a minimum combined score of 70% must be received. Results of examination will be mailed to candidates.

SCOPE: In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examination will be on measuring competitively, relative to job demands, each competitor's:

A. KNOWLEDGE OF:

1. General ecology or general principles behind planning for the conservation and preservation of natural resources.
2. General principles and techniques of research and statistical analysis.
3. Communication skills for purposes of data gathering.
4. Techniques and methods of evaluation of environmental impacts.
5. Various types of public facilities and how they service the community.
6. State and Federal laws and regulations relating to the environment.
7. State, local and regional governmental organizations as they relate to environmental planning, specific knowledge of either the social sciences, natural sciences or environmental design arts.
8. Trends in environmental, urban and regional planning.
9. Principles and techniques of supervision and
10. Trends in Federal, State and local environmental assessment and mitigation reports, impact statements, and/or negative declarations.
11. Principles of effective supervision.
12. Differences of impacts of multimodal forms of transportation on the environment.
13. Methods of administering environmental projects and programs.
14. Department's Equal Employment Opportunity program objective.
15. A manager's role in the Equal Employment Opportunity program and the processes available to meet Equal Employment Opportunity objectives.

B. ABILITY TO:

1. Analyze environmental situations accurately.
2. Gather and analyze data.
3. Prepare written reports.
4. Work effectively with others as an interdisciplinary team member.
5. Conduct interviews for data gathering.
6. Apply general techniques of insuring participation in the planning process.
7. Coordinate environmental planning, research, and analysis of proposed projects.
8. Write environmental documents.
9. Plan and carry out complex studies.
10. Direct the work of others engaged in planning studies.
11. Participate in public presentations.
12. Solicit outside expertise on a short-term basis on specific environmental studies or phases of studies.
13. Make an assessment of an existing environment.
14. Coordinate environmental investigations of proposed projects.
15. Review and evaluate local plans in relation to statewide environmental interest.
16. Incorporate the input of interested groups and agencies into the environmental planning and analysis process.
17. Supervise others in their work.
18. Solicit necessary expertise to complete environmental studies or meet project goals.
19. Effectively contribute to the departments Equal Employment Opportunity objectives.

VETERANS PREFERENCE: Veterans' Preference will be granted for this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow, or widower of a veteran, or spouse of a 100 percent-disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorable discharged or releases. Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <http://jobs.ca.gov/Job/VeteransInformation>, and the Department of Veterans Affairs.

Click here for information on the State's two-step hiring process: <http://jobs.ca.gov/Job/Steps>

GENERAL INFORMATION

Applications are available at www.jobs.ca.gov, and local offices of the Employment Development Department.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be rated against a predetermined job-related rating, and all candidates who pass will be ranked according to their scores.

The Department of Toxic Substances Control reserves the right to revise the examination plan to better meet the needs of the service, should the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules, and all competitors will be notified.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and contact the testing department.

Hiring Interview Scope: In a hiring interview, in addition to the scope described in this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight may be given to the breadth and recency of pertinent experience, and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development. For more information, you may refer to the classification specification.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

It is the Candidate's Responsibility to contact the Department of Toxic Substances Control, (916) 322-8669, (CALNET 8-473-3418), three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Department of Toxic Substances Control, (916) 322-8669, (CALNET 8-473-3418), three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.
California Relay Telephone Service for the Deaf or Hearing Impaired:
From TDD phones: 1-800-735-2929
From Voice Telephones: 1-800-735-2922

CLASS CODE: 4713
EXAM CODE: 6TW11