



## Exhibit D

### CITY OF PETALUMA CLASS SPECIFICATION

Date: 4/7/2025  
Job Class: 04ESAN

## Environmental Services Analyst

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### Summary

Plan, organize, coordinate, and implement a variety of water resources programs. Depending on area of assignment, programs may include water conservation, recycled water, stormwater, groundwater, urban water planning, natural resource planning & permitting, floodplain management, and/or environmental lands management; provide expertise in program elements for the organization; perform a variety of professional and analytical level tasks relative to assigned areas of responsibility.

### Class Characteristics

General direction is provided by a higher-level supervisor or manager; responsibilities may include the direct or indirect supervision of technical and/or support staff. This is a journey-level classification and incumbents are expected to work independently and perform the full range of duties.

The Environmental Services Analyst is distinguished from the Environmental Services Technician in that the Environmental Services Analyst describes positions with professional/analytical responsibilities where the primary duties include analysis, coordination, evaluation, and implementation of water resources programs. The Environmental Services Technician describes positions with responsibility for providing a broad range of responsible duties in support of compliance with established water resources programs including inspections, audits, site evaluations, public education, and outreach.

### Essential Duties, Skills, and Demands of the Position

*The duties, skills, and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.*

#### Duties:

*While majority of the duties assigned to a position typically fall within one of the following areas, incumbents may also be assigned duties that cross multiple areas:*

#### **All positions:**

Recommend and assist in the planning and implementation of goals and objectives; establish schedules and methods for water resources programs; implement policies and procedures.

Assist in development, implementation, and revision of water resources programs as new technologies and program elements are identified; develop strategies and time schedules for implementing new program components.

Assist with development, negotiation, and management of contracts for services and monitor and manage budget for projects related to these functions.

Plan, develop, coordinate, and provide ongoing public awareness, outreach, education, and participation related to division programs; prepare and make presentations to consumers; present workshops and short training programs on water resources management topics; develop activities;

create press releases, newsletters, flyers, and other program resources.

Coordinate water resources program efforts of various divisions of City departments and volunteer groups; represent the City in dealing with conservation issues before the City Council, Chamber of Commerce, the public, state and local regulators, and a wide range of community groups; represent the City to other groups and professional organizations as assigned.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for equipment, materials, and supplies; monitor and control expenditure.

Monitor, perform technical review of, and report to management on local issues, existing and proposed legislation, regulations, and ordinances regarding division related programs; recommend operational changes as required; review scientific literature and make field investigations.

Contact and work closely with various federal, state, regional, and local agencies that deal with environmental permitting and assist with obtaining and maintaining regulatory environmental permits as needed.

Confer and maintain relations with other City staff to develop project descriptions and perform preliminary environmental reviews.

Answer questions and provide information to the public and outside agencies; investigate complaints and recommend corrective action as necessary to resolve complaints.

Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.

Attend meetings; coordinate City's comments and data submission; assist in preparation of staff reports for items concerning City; make presentations to boards and committees.

Assist in researching, writing, and administering grants.

Gather, assemble, compile, interpret, and analyze data; provide recommendations as needed.

Keep apprised of local issues in the Petaluma River Watershed.

Assist in developing mitigation measures aimed to eliminate, minimize, or mitigate the environmental effects of projects; monitor public project construction to ensure the implementation of mitigation measures, legal compliance, and resolve problems that may occur during construction.

Ensure program and project compliance with applicable federal, state, and local laws, regulations, and ordinances related to program area by monitoring, tracking, reviewing, enforcing, and reporting; issue warnings, violations, and fines as necessary.

Perform related duties as assigned.

**Water Resources and Conservation (in addition to the list for all positions):**

Oversee and manage the City's water conservation program, including, plan review and customer assistance for program components, including but not limited to, water efficient landscaping, revegetation projects, irrigation techniques, and rebate programs.

Assist with water and recycled water master planning efforts, including the planning, updating, and implementation of the City's groundwater monitoring and Groundwater Sustainability Plan and urban recycled water program.

Conduct water audits; may install or provide advice for installing water-saving devices such as low flow fixtures and appliances.

Plan and implement program response to water shortage emergencies and droughts.

**Environmental Services/Stormwater Program Compliance (in addition to the list for all positions):**

Assist in the City's compliance with the Municipal Separate Storm Sewer System (MS4) National Pollutant Discharge Elimination System (NPDES) Permit; work across departments to ensure compliance, understanding, and effective implementation, tracking and documentation of permit requirements.

Plan and implement stormwater program activities; assist in the development and implementation plans for stormwater utilities and other dedicated funding sources.

Investigate, sample, and trace sources of illegal waste entering the City's stormwater collection system.

Assess biological and stormwater quality degradation resulting from creek pollution incidents.

Skills/Abilities:

Maintain accurate records and prepare and present a variety of technical and administrative reports.

Make effective, professional presentations to a wide variety of audiences, such as community groups, schools, businesses, and public commissions.

Interpret and explain pertinent water resources policies, programs, and procedures.

Assist in the development and monitoring of program budgets.

Write and create technical publications, reports, grants, training curricula, graphs, brochures, and other materials to inform and educate the public about conservation related topics.

Perform field sampling and analysis of water samples; interpret lab results of water analysis.

Review and analyze data and make sound recommendations.

Use computer forecasting and planning tools.

Conduct audits and inspections.

Organize, implement, and manage programs and activities.

Train staff.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of the work.

Physical Demands and Work Environment:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, use hands to finger, handle, or feel, and talk or hear. The employee frequently is required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move weight up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee operates a motor vehicle to transport materials and perform

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job duties. While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to fumes or airborne particles. The employee may occasionally work with the use of a vehicle. The noise level in the work environment is usually moderate.

### **Qualifications**

#### Knowledge of:

##### **All positions:**

Principles and practices of water resources program development, implementation, and monitoring.

Methods of creating and managing public information programs.

Federal, state, and local regulatory requirements, including applicable laws, codes, ordinances, regulations, and guidelines governing water, stormwater, recycled water, air quality, and groundwater.

Principles and practices of budget monitoring.

Grant writing and administration.

Principles and practices of effective customer service.

Social media such as Facebook and Twitter/X as tools for public information and engagement.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, databases, graphics, and audio-visual aids.

##### **Water Resources and Conservation (in addition to the list for all positions):**

Techniques and equipment used in irrigation and water distribution and the operation of various water savings devices.

Water efficient irrigation and landscape practices.

##### **Environmental Services/Stormwater Program Compliance (in addition to the list for all positions):**

The requirements of the City's MS4 Permit, the General Construction Permit, the Industrial Stormwater Permit, and other applicable regulations and permits.

#### Education and Experience

*Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:*

##### Education:

A Bachelor's degree with major course work in environmental engineering, environmental studies, landscaping, water supply, natural resources management, business management, or a related field.

##### Experience:

Two years of increasingly responsible experience in water resources that includes the preparation, implementation, and coordination of water resources programs. Experience in wastewater utilities, stormwater utilities, or water utilities is desirable.

##### Substitution:

Additional years of relevant experience may substitute for the required education on a year for year basis.

Certifications/Licenses:

Possession of a valid California Class C driver's license.

**Water Resources and Conservation:**

Possession of an Achievement in Water Use Efficiency Practitioner Certificate issued by the American Water Works Association, California Nevada Section within 24 months of appointment.

Certification as a Qualified Water Efficient Landscaper (QWEL) is desirable.

Possession of a Certified Landscape Irrigation Auditor certificate from the Irrigation Association is desirable.

**Environmental Services/Stormwater Program Compliance:**

Qualification as a Qualified Stormwater Pollution Prevention Plan (SWPPP) Practitioner (QSP) by the California State Water Resources Control Board within (18) months of appointment to the classification.

Established: 11/17/2014

Resolution #: 2014-173 N.C.S./ 2015-073 N.C.S./ 2021-123 N.C.S.

Revised: 06/01/2015; 08/02/2021; 4/7/2025

Department: Water Resources and Utilities

FLSA Status: Non-exempt