



Principle Environmental Analyst

POSITION SUMMARY: With minimal guidance, provides technical and professional expertise in the field of environmental planning. This includes management of CEQA and NEPA environmental documents, technical studies such as traffic analyses and vehicle miles traveled analyses, management of open space, conservation and mitigation programs; monitors for compliance with environmental regulations and permit conditions; prepares scopes of work and budgets, administers assigned contracts and associated schedules and budgets; ensures contracts are within scope, budget and schedule; liaises with various internal and external parties regarding assigned projects; conducts and directs field work and site assessment activities for various conservation areas; prepares staff and progress reports; develops and presents land management conservation and environmental program presentations to TCA management and Board of Directors, actively participates and presents at various committee and Board meetings; and performs other duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional position-specific duties and/or duties that are outside the specific responsibilities that are listed.

- Manages day-to-day activities of TCA's various open space conservation and mitigation programs to achieve TCA's goals and objectives and obtain regulatory agency's final approval.
- Performs a variety of open space management duties including but not limited to coordinating with project biologists and monitoring to ensure properties are maintained in accordance with applicable deed instruments and/or resource management plans.
- Conducts and leads site visits to assess and document property conditions; provides recommendations to the Chief Capital Programs Officer regarding land management actions.
- Develop strategies and provide analytical and technical support to program managers and directors to efficiently achieve TCA conservation goals and objectives.
- Coordinates with and provides technical input to internal agency staff, local jurisdictions, transportation agencies, regulatory agencies, other public agencies, and regional conservation working groups on issues pertaining to environmental compliance, regulatory permitting, conservation and mitigation programs.
- Performs a variety of analytical and administrative environmental planning work in support of departmental projects and initiatives.
- Develops/Reviews and provides guidance on technical studies including traffic, vehicle miles traveled, biological, cultural, air quality and other environmental related documents.
- Reviews and provides comments on environmental documents, regulatory permits, biological monitoring reports, habitat restoration plans, mitigation documents, and other environmental data and reports.
- Reviews and provides comments on interagency documents including documents prepared under the California Environmental Quality Act (CEQA) and the National Environmental Policy Act

(NEPA) as well as long-range transportation planning documents.

- Provide environmental compliance oversight on TCA's transportation projects in various phases of project development process: planning, design, construction and post-construction.
- Manages and administers assigned contractor/consultant contracts and associated schedules and budgets; ensures contracts are within scope, budget and schedule.
- Coordinates and conducts a variety of skilled professional work in support of the Environmental Planning Department's projects and initiatives including but not limited to planning, review, project management, quality control, oversight of contractors/consultants, and open space management.
- Leads and/or participates in staff meetings as well as meetings with consultants, regulatory agencies, Board members, and other stakeholders.
- Scopes projects for the appropriate level of environmental review under the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA).
- Assesses design work including engineering plans to ensure consistency with environmental compliance documentation and permit conditions.
- Proofreads and conducts quality control of environmental documents submitted by consultants prior to finalization; monitors for adherence to required standards set forth by the applicable regulatory agency and/or governing body such as Caltrans Standard Environmental Reference or the Council on Environmental Quality.
- Develops, manages, and presents projects plans and recommendations to TCA leadership; monitors and communicates project delivery issues and recommendations for solutions in a timely manner and coordinates to minimize potential delays.
- Participates in all aspects of contract procurements (i.e., preparation of scopes of work, independent cost estimates, evaluation criteria, and participating as an evaluation panel member).
- Liaises with project teams, consultants, elected officials, resource agencies, and the general public regarding assigned transportation projects.
- Drafts, prepares, and/or presents Environmental Planning Staff Reports to the Agencies' Boards of Directors for recommended actions.
- Develops annual initiatives for the Environmental Planning Department and corresponding budgets needed to complete approved initiatives.
- Delivers presentations to staff, Agency decision-making bodies, interested stakeholders, the general public, and/or other parties regarding TCA's programs and projects.
- Performs other duties as assigned or required.

MINIMUM QUALIFICATIONS

Education and Experience:

Bachelor's Degree in Environmental Planning, Environmental Science, Transportation Planning, Public Policy or related field combined with a minimum (6) years of professional experience in environmental compliance, environmental document preparation/management, transportation planning/management, mitigation monitoring, and/or regulatory/local agency coordination. An equivalent combination of education and experience will be considered.

Required Knowledge of:

- Principles and practices of environmental planning.
- Environmental planning records, reports, and related documentation.

- California Environmental Quality Act (CEQA) and National Environmental Protection Act (NEPA) regulatory compliance requirements.
- Processes for assessing environmental impacts under CEQA/NEPA and procedures for preparing permit applications.
- Development of assumptions and modeling for traffic operations or vehicle miles traveled analyses/mitigation.
- Management of Transportation Planning and Project Development Processes for transportation and site development projects
- Development and implementation of project schedules for delivery of transportation or environmental projects.
- Resource agency laws and requirements pertaining to the Clean Water Act, Clean Air Act, U. S. Army Corps of Engineers, Regional Water Quality Control Board, State Air Resources Board, California Fish and Game Code, and State/Federal Endangered Species Acts.
- Caltrans, the Federal Highway Administration, and the Council on Environmental Quality policies, procedures, and practices.
- Special-status species monitoring requirements.
- Regulatory agency monthly, quarterly and annual reporting requirements.
- Methods and procedures for conducting field studies and obtaining research data.
- Natural history, conservation, preservation, wildlife habitat and endangered species of Orange County.
- Environmental and Biological research, analysis, reporting methods, techniques and procedures.
- Understanding of transportation planning and general planning policies and approaches for regional and local agencies
- Restoration, maintenance and enhancement of conservation and mitigation areas.
- Project management principles, practices, and techniques.
- Microsoft Office (Word, Excel, MS Project, and Outlook) at an intermediate to advanced level.

Skills in:

- Conducting a variety of technical and administrative environmental planning work in support of departmental projects and initiatives.
- Managing restoration and conservation areas to ensure compliance with regulatory agency and TCA goals and objectives.
- Reviewing design work and conducting quality control on environmental documents to ensure compliance with regulatory requirements.
- Performing detailed analyses and producing professional quality reports for distribution to TCA leadership, Board members, and the general public.
- Developing project plans, preparing scopes of work, and coordinating assigned projects.
- Administering project budgets/schedules and monitoring to ensure projects are completed on time, within budget, and in accordance with project criteria.
- Establishing priorities and managing multiple activities so as to effectively meet departmental/TCA initiatives and deadlines.
- Explaining complex issues in a concise manner to staff, elected officials, regulatory agencies, the general public, and/or other stakeholders.
- Speaking with persons of various social, cultural, economic, and educational backgrounds to inform them of TCA's background, projects, and environmental initiatives.
- Communicating effectively verbally and in writing, including delivering presentations.

- Working effectively both independently and as a part of a collaborative team.

Required Licenses and/or Certifications:

- Valid California Class C Driver's License combined with a clean driving record.

The following are desirable but not required and may be offset by demonstrated experience:

- Certified Environmental Planner Certification is desirable but not required.
- American Institute of Certified Planners designation is a plus
- Project Management Professional Certification is a plus
- Certifications or scientific permits in species, habitat, or wetland surveys is desirable but not required.

Compensation and Benefits

TCA is prepared to offer a competitive salary in the range of \$85,868 – 120,215/annually, depending on education and qualifications.

In addition, we offer an excellent benefits package that includes the following:

Pension Plan – TCA employees participate in the Orange County Employees Retirement System. The employee's cost per pay period is based upon age at entry. TCA does not contribute to Social Security.

Deferred Compensation – TCA offers a 457 plan. TCA will match 50% of the employee's voluntary contribution, up to a maximum of 2% of the base salary.

Medical, Dental, and Vision Insurance – TCA offers medical, dental, and vision coverage for employees and their dependents. The cost varies, according to the plan selected. The coverage is effective on the first of the month following the employee's start date.

Life and Accidental Death & Dismemberment (AD&D) Insurance – TCA provides life insurance and AD&D at no cost to the employee equal to two times the annual salary with a minimum value of \$100,000 and a maximum value of \$200,000. Supplemental life insurance is available for purchase.

Short- and Long-Term Disability Insurance – Short-term disability is paid by TCA. Long-term disability is available at a nominal rate.

Holidays – Twelve days per year including 10 fixed holidays and two floating holidays that are chosen by the employee (with approval from management). Number of floating holidays are given based on start date.

Comprehensive Annual Leave (CAL) – CAL hours provide paid time off for rest and relaxation, personal or family illnesses, and personal business based on years of service. Employee can accumulate up to two times their annual accrual rate. Employees can sell CAL hours quarter if they maintain 168 accrued hours.

A "Flex" 9/80 Work Schedule that includes every other Friday.

HOW TO APPLY

For consideration, please email your resume and cover letter detailing your experience and your interest in this opportunity to recruit@thetollroads.com.

This recruitment will close on Friday, June 28th or once the needs of TCA have been met. Prospective candidates are encouraged to apply soon, as review of resumes and potential interviews will be done upon receipt.”