



**CITY OF SAN DIEGO
EMPLOYMENT OPPORTUNITY**

Page 1 of 4

**#T2173 ENVIRONMENTAL BIOLOGIST
MONTHLY SALARY: \$5185 to \$6277**

***APPLICATION FILING PERIOD: FIRST DATE: April 18, 2008**

LAST DATE: June 3, 2008

Applicants are encouraged to apply on line: <https://apps.sandiego.gov/pjaol/currjob/open.jsp>. Applications received later than 5:00 p.m. on the last date of this application filing period will be rejected. **PROMPT APPLICATION IS ENCOURAGED.** **Immediate vacancies may be filled when sufficient applicants have been processed.** Later applicants will be eligible for employment consideration as future positions MAY become available.

THE POSITIONS: Environmental Biologists review environmental impact reports; oversee consultant services for environmental projects; develop and implement mitigation measures to comply with Local, State, and Federal environmental laws, policies and regulations; perform associated environmental studies; prepare technical reports and correspondence; serve as a technical expert and liaison to state and federal wildlife agencies on resource management and Multiple Species Conservation Program issues; supervise, train, and evaluate the work of subordinates; and perform related duties as assigned.

There is currently one vacancy for each of the following departments:

Water Department/Water Operations Division. The Environmental Biologist will provide regulatory advisement, guidance and permit processing in accordance with Federal, State, and local environmental/resource protection laws and regulations in conjunction with construction, maintenance and operations related activities within or adjacent to environmentally sensitive lands. The biologist also oversees environmental mitigation associated with emergency water main breaks to ensure environmental compliance with laws and regulations; conducts flora and fauna surveys for regionally sensitive species on Department lands including MSCP Cornerstone Lands; develops and administers training for crews; evaluates operational activities such as water transfers and stormwater pollution prevention procedures and updates standard operating procedures when required.

City Planning and Community Investment Department/Multiple Species Conservation Program (MSCP). The Environmental Biologist will implement, coordinate and clarify the biological monitoring obligations of the MSCP, development of natural resource management plans, administration of grants and contract management; prepare biological assessments and impact analyses; study and analyze biological resource-related issues; facilitate land development projects pertaining to MSCP implementation; coordinate with the state and federal wildlife agencies; provide biological expertise to City staff; and supervise associate staff and interns relating to biological monitoring and annual report preparation.

Development Services Department/Entitlements Division. This position will review Environmental Impact Reports, biological resource studies and draft mitigation measures; prepare biological assessments and impact analyses; conduct flora and fauna surveys for regionally sensitive species; study and analyze biological resource-related issues; conduct field investigations and report on findings; assist with enforcement of biological mitigation activities; develop and present biological resource training for staff; provide biological resources information during public hearings; and serve as an expert resource for environmental planning staff to help provide consistency in CEQA and NEPA analysis of development proposals.

Park and Recreation Department/Open Space Division. The Environmental Biologist will assist with the implementation of the brush management program on Division lands; conduct pre and post brush management project inspections; conduct flora and fauna surveys for regionally sensitive species; develop and administer training for crews; evaluate new brush management procedures and update standard operating procedures when required; interface with regulatory agencies and interagency committees concerning biological monitoring and reporting procedures; resolve biological issues associated with brush management; and make budget recommendations to the Division on personnel and capital outlay to improve the program.

#T2173 ENVIRONMENTAL BIOLOGIST

Page 2 of 4

MINIMUM REQUIREMENTS: You must meet the following requirement(s) on the date you apply, unless otherwise indicated.

EDUCATION: Proof of degree must be submitted at time of application.

Bachelor's Degree in Biology, Ecology, Environmental Planning, or a closely related field.

NOTE: A Master's Degree in one of the above fields may substitute for a maximum of one year of the experience listed below.

- AND -

EXPERIENCE: Two years of full-time professional experience in environmental planning and biological impact analysis, **which must include** performing at least one of the job functions listed below:

1. Research, analyze, and prepare biological studies and/or environmental impact reports pertaining to environmental issues.

- OR -

2. Evaluate environmental impact reports or biology studies pertaining to environmental issues for content, completeness, and accuracy.

HIGHLY DESIRABLE QUALIFICATIONS:

1. Experience working with Federal and State biological resource agencies in their respective permit processes.
2. California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) procedures experience.
3. Experience supervising staff involved in environmental planning and biological impact analysis.
4. Knowledge of management techniques and/or survey experience with regionally sensitive species.

LICENSE: A valid California Class C Driver's License will be **required at time of hire**.

HOW TO APPLY: You must complete a **STANDARD EMPLOYMENT APPLICATION** for this position by responding to **all** questions and submitting the completed application to the City of San Diego Personnel Department. You may complete/submit a hard copy (paper) application **or** an online application via the internet. Please read the following instructions for each method of submission.

HARD COPY (Paper Submission)

1. You must also submit a completed DATA ENTRY FORM.
2. To show proof of any required degrees, certificates, licenses, etc. you must attach a copy of the documents to your application.

ONLINE (Internet Submission)

1. Do **NOT** complete /submit a Data Entry Form. The information will be automatically added to your file.
2. To show proof of any required degrees, certificates, licenses, etc. you must submit a copy of the documents in person **or** FAX/MAIL them to the Personnel Department with the cover sheet provided during your online session. Follow the instructions on the cover sheet.

THE SCREENING PROCESS will consist of a comprehensive evaluation of the **Standard Employment Application** for applicable education, experience, and/or training. Only those applicants whose qualifications most closely relate to the position requirements will be placed on the eligible list.

ELIGIBLE LIST: Candidates who are successful in the screening process described above will be placed on a **one category** eligible list which will be used to fill position vacancies during the next **one year**. For each vacancy, only those candidates with the most appropriate qualifications will be contacted by the hiring department for an interview.

#T2173 ENVIRONMENTAL BIOLOGIST

Page 3 of 4

PRE-EMPLOYMENT REQUIREMENTS: Any employment offer is **conditional** pending the results of all pre-employment screening processes required for the job, which may include but are not limited to the following: confirmation of citizenship/legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; and a fingerprint check. The fingerprints will be submitted to the California Department of Justice for a conviction record report. All of these processes must be successfully completed before employment begins. **Note:** Misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification or termination of employment.

SUPPLEMENTAL QUESTIONS – In Section 4 of the Standard Employment Application, you **MUST** respond to the following numbered questions or your application **will be rejected**. Read the directions on the application form carefully and be sure to follow all instructions. For each question, write “NONE” if you do not have any experience in a specific area.

1. With what degree are you meeting the education requirement? **Proof of degree must be submitted to the Personnel Department.**
2. Describe your qualifications (**experience / education / training / etc.**) in each of the following areas and specify which employers (A, B, C, etc.) can verify the information provided. Specify the total number of years/months of experience you have and describe in detail.
 - a. Researching, analyzing and preparing environmental impact reports and/or biological studies pertaining to environmental issues. Specify the types of research conducted, methodology used and wildlife agencies with which you worked.
 - b. Evaluating environmental impact reports or studies pertaining to environmental issues for content, completeness and accuracy. Specify the types of studies evaluated and your level of responsibility.
 - c. Preparing biological assessments and impact analysis and conducting construction monitoring.
 - d. Studying and analyzing biological resource-related issues.
 - e. Conducting field investigations and biological surveys and reporting on findings. Include specific types of investigations, procedures used, types of recommendations made, examples of recommendations made to proposed development projects to reduce biological impacts, and how findings were documented.
 - f. Assisting with enforcement of mitigation activities. Indicate what agency you assisted and your level of responsibility.
 - g. Developing and presenting biological resource training. Include specific types of training you developed and to whom you made presentations.
 - h. Mediating, facilitating and negotiating with state and federal wildlife agencies (e.g. California Department of Fish and Game, U.S. Fish and Wildlife Services, Army Corp of Engineers, etc.) on biologically sensitive issues.
 - i. Developing, organizing and managing land development projects, biological monitoring plans, and natural resource management plans.
 - j. Administering contracts with professional consultants.
 - k. Evaluating and enforcing stormwater best management practices for construction activities adjacent to or within biologically sensitive areas. Please cite examples.

#T2173 ENVIRONMENTAL BIOLOGIST

Page 4 of 4

- l. Developing habitat management plans.
 - m. Working independently while exercising good judgment and political acumen, strong interpersonal and communication skills and creative problem-solving skills.
 - n. Habitat conservation planning, and local, state and federal environmental permits (CEQA, ESA, Clean Water Act, etc.).
3. **Computer Skills:** Indicate your overall level of competence. (1) None (2) Limited (3) Moderate (4) Extensive Specify the types of software with which you have experience (e.g. Geographic Information Systems, Global Position Systems, word processing, spreadsheets, data bases, etc.), the names of software programs that you can operate (Word, Excel, etc.), and your proficiency level for each (Limited/Moderate/Extensive).
4. **Supervisory Qualifications:** Indicate which of the following functions you have been responsible for performing.
- a. Scheduling assigned work and ensuring that it is performed correctly; reviewing /signing time cards.
 - b. Interviewing, selecting, and/or recommending qualified personnel for subordinate positions.
 - c. Providing orientation and on-the-job training to ensure that responsibilities are understood by subordinates.
 - d. Monitoring and evaluating employees' performance through evaluations which you have written, signed and administered.
 - e. Recommending/administering personnel actions for employee recognition, counseling, and/or discipline.
 - f. Supervising staff involved in environmental planning and biological impact analysis. (Describe your experience and indicate the number and titles of subordinates.)

ASP/February 16, 2001/*Rev. 4 (05-19-08)/Biologist III (*Option Class: Environmental Biologist*)/Class 1622-A

THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT • "EXCELLENCE IN PERSONNEL SERVICES"

The City of San Diego has an active Equal Opportunity Program and vigorously supports workplace diversity. Applicants with disabilities who require testing accommodations may call (619) 236-6358. To obtain this information in alternative formats, persons with disabilities may call (619) 236-6467 or for TT (619) 236-6776.

APPLICANT INFORMATION

APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department.
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

FALSIFICATION: Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

A CITY MEDICAL EXAMINATION including drug screening and documentation of medical history may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.

The City of San Diego is committed to a drug and alcohol free workplace.

THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

The provisions of this bulletin do not constitute an expressed or implied contract.

DIVERSITY BRINGS US ALL TOGETHER