



**Open Examination
Associate Environmental Planner
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. **Positions will be filled in Sacramento only on a full time basis.**

FINAL FILING DATE: Open 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
Human Resources
Attn: Exam Unit: Chhing Chau
1001 I St., Floor 21
Sacramento, CA 95814

Step 3: When department sees warrant, DTSC will notify applicants who meet the minimum qualifications. Applicants will be asked to complete an online Qualifications Assessment Questionnaire. The questionnaire is the examination. The questionnaire results in an eligibility list of qualified applicants that DTSC uses as vacancies are created.

For questions, contact the Examination Unit shown above.

(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:

Associate Environmental Planner: \$4711 - \$5900 per month

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

POSITION DESCRIPTION:

This is the full journey person level. Under general direction, plans and carries out the details of the most difficult and complex studies related to state, federal and local environmental laws, regulations, and policies. Such work may include serving in a lead capacity over other personnel within the scope of particular studies.

Typically, the Associate Environmental Planner will:

1. Assess the existing social and natural environmental systems, to evaluate departmental project activities to plan and develop appropriate environmental documents in conjunction with local, regional, and state plans.
2. Prepare, review and evaluate environmental documents in accordance with state, federal, and local laws and regulations, and as a team member, assess the consequences to the environment of departmental project activities and suggest environmental mitigation measures or alternatives.
3. Identify research needs in the natural and social sciences as well as the environmental design arts; perform research as part of a research team; monitor and evaluate environmental research findings accomplished by project consultants or departmental staff.
5. Assist in the development of and participate in training programs concerning environmental planning and evaluation.
6. Participate as a departmental representative on environmental issues at inter or intradepartmental meetings, public or private meetings and hearings.

ELIGIBLE LIST INFORMATION: A departmental eligible list will be established for the Department of Toxic Substances Control (DTSC). Names of successful competitors are merged into the open list established for use by DTSC in order of final scores regardless of testing date. Applicants may be tested only once during a 12 months period. Eligibility expires 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period. Competitors must then retake the assessment to reestablish eligibility

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 date of file. 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.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50 percent of the required time of Pattern I, and additional experience

amounting to 50 percent of the required time of Pattern II, may be admitted to an examination meeting 100 percent of the overall experience requirement.

MINIMUM QUALIFICATIONS:

EITHER I:

Experience: One year in the California state service performing environmental planning, analysis, research or evaluation in a class at a level equivalent to that of Environmental Planner, Range C.

OR II:

Experience: Three years of experience in environmental planning, research, analysis, or evaluation, at least one year of which must have been equivalent in level to work performed by an Environmental Planner, Range C, in the California state service. (A Doctorate Degree in Environmental Planning or Environmental Sciences may be substituted for the three years of required 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.)

ADDITIONAL DESIRABLE QUALIFICATIONS: College level courses related to environmental planning, ecology, social sciences, natural sciences, natural resources, and environmental design arts.

EXAMINATION INFORMATION: This examination will consist of a Qualifications Assessment Questionnaire only. When department sees warrant, DTSC will send a letter informing applicants of the time frame and link for the questionnaire. A minimum rating of 70% must be attained to obtain list eligibility. All candidates will receive written notification of their examination results. Applications will be retained for twelve months. The results of this examination will be used to fill the position of Associate Environmental Planner with the DEPARTMENT OF TOXIC SUBSTANCES CONTROL. Applicants will need to apply for job postings once they obtain eligibility.

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, natural sciences, natural resources 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 and information transfer.
4. Techniques and methods for evaluating 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 ecology, the social sciences, natural sciences or environmental design arts.
8. Trends in environmental, urban, and regional planning.
9. Trends in federal, state and local environmental assessment and mitigation plans, impact statements, exemptions, and/or negative declarations.

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. Make an assessment of an existing environment.
9. Write environmental documents.
10. Plan and carry out complex studies.
11. Participate in public presentations.
12. Solicit outside expertise on a short-term basis on specific environmental studies or phases of studies.
13. Direct the work of others engaged in planning studies.

VETERANS PREFERENCE CREDIT: Effective January 1, 2014, Veterans' Preference will be awarded to qualifying Veterans who are successful in the examination in the form of Rank placement rather than points. All individuals awarded Veterans' Preference will be certified in Rank 1 of the eligibility list, regardless of score. All open exams/eligible lists will award Veterans' Preference, regardless of the classification. 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.

CAREER CREDITS: Do not apply in this examination.

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) 322-0445, (CALNET 8-473-2679), 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) 322-0445, (CALNET 8-473-2679), 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.

IMPORTANT CHANGES to VETERANS' PREFERENCE – EFFECTIVE JANUARY 1, 2014

[Assembly Bill 372](#), signed into law by Governor Brown on August 12, 2013, changes the way the Veterans' Preference process is administered by the State of California. Veterans' Preference will be awarded as follows, starting on January 1, 2014:

1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference.
2. An entrance examination is defined, under the law, as any open competitive examination.
3. Veterans' Preference is not granted once a person achieves permanent civil service status.

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.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, interviews are scheduled in Sacramento, Berkeley, Cypress, and Chatsworth. However, locations of interviews may be limited or extended as conditions warrant.

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: 4711