

## Item 12



# Travis County Commissioners Court Agenda Request

**Meeting Date:** 6/18/13

**Prepared By/Phone Number:** Cynthia Lam-Roldan, 854-4822

**Elected/Appointed Official/Dept. Head:** Leslie Browder, 854-9106 *LB*

**Commissioners Court Sponsor:** Judge Samuel T. Biscoe

### **AGENDA LANGUAGE:**

Consider and take appropriate action on the following items for Human Resources Management Department:

Proposed routine personnel amendments.

### **BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:**

Attached are Personnel Amendments for Commissioners Court approval.

**Routine Personnel Actions – Pages 2 – 26.**

If you have any questions or comments, please contact Todd L. Osburn at 854-2744.

### **STAFF RECOMMENDATIONS:**

N/A

### **ISSUES AND OPPORTUNITIES:**

N/A

### **FISCAL IMPACT AND SOURCE OF FUNDING:**

None.

### **REQUIRED AUTHORIZATIONS:**

Todd Osburn, Human Resources Management Department, 854-2744

Leslie Browder, Planning and Budget Office, 854-9106

**AGENDA REQUEST DEADLINE:** All agenda requests and supporting materials should be submitted as a pdf to the County Judge's office, [agenda@co.travis.tx.us](mailto:agenda@co.travis.tx.us) by **Tuesdays at 5:00 p.m.** for the next week's meeting.



## Human Resources Management Department

700 Lavaca Street, 4<sup>th</sup> Floor

• P.O. Box 1748

• Austin, Texas 78767

• (512) 854-9165 / FAX (512) 854-9757

**June 18, 2013**

**ITEM # :**

**DATE:** June 7, 2013

**TO:** Samuel T. Biscoe, County Judge  
Ron Davis, Commissioner, Precinct 1  
Bruce Todd, Commissioner, Precinct 2  
Gerald Daugherty, Commissioner, Pct. 3  
Margaret Gomez, Commissioner, Precinct 4

**VIA:** Leslie Browder, County Executive, Planning and Budget *LB*

**FROM:** Todd L. Osburn, Compensation Manager, HRMD *TLO*

**SUBJECT:** Weekly Personnel Amendments

Attached are Personnel Amendments for Commissioners Court approval.

**Routine Personnel Actions – Pages 2 – 26.**

If you have any questions or comments, please contact Todd L. Osburn at 854-2744.

LB/TLO

### Attachments

cc: Planning and Budget Department  
County Auditor  
County Auditor-Payroll (Certified copy)  
County Clerk (Certified copy)

WEEKLY PERSONNEL AMENDMENTS - ROUTINE

Action Type Description		Action Reason Description	Action Effective Date	Current Personnel Area	Position / Position Title / Employee Group / Employee Subgroup / Grade / Level / Salary/Rate Amt	New Personnel Area	Position / Position Title / Employee Group / Employee Subgroup / Grade / Level / Salary/Rate Amt
New Hire	New Hire	New Hire	07/01/2013	N/A	N/A	1350 - Human Resources Management	30000278 / Human Resources Mgmt Dir / 1 - Regular / 01 - Full Time Exempt / GRD31 / 00 / \$130,000.00
New Hire	New Hire	New Hire	06/10/2013	N/A	N/A	1700 - Transportation and Nat Rsrc	30051028 / Office Asst / 2 - Temporary / 06 - Hourly - No Bnf / GRD10 / 00 / \$11.87
New Hire	New Hire	New Hire	06/17/2013	N/A	N/A	1700 - Transportation and Nat Rsrc	30005556 / School Crossing Guard / 2 - Temporary / 05 - Hourly - Retmt / GRD11 / 00 / \$13.00
New Hire	New Hire	New Hire	06/10/2013	N/A	N/A	1750 - Criminal Justice Planning	30005171 / Planner / 1 - Regular / 01 - Full Time Exempt / GRD19 / 00 / \$46,546.00
New Hire	New Hire	New Hire	07/01/2013	N/A	N/A	2000 - County Auditor	30000050 / Aud Financial Auditor Ana / 1 - Regular / 01 - Full Time Exempt / GRD27 / 00 / \$90,000.00
New Hire	New Hire	New Hire	06/04/2013	N/A	N/A	3150 - County Clerk	30001014 / Office Asst / 2 - Temporary / 05 - Hourly - Retmt / GRD10 / 00 / \$11.87
New Hire	New Hire	New Hire	06/10/2013	N/A	N/A	3200 - District Clerk	30001117 / Court Clerk Asst / 1 - Regular / 02 - Full Time Non-Exempt / GRD11 / 00 / \$28,808.00
New Hire	New Hire	New Hire	06/03/2013	N/A	N/A	3300 - District Attorney	30050072 / Office Specialist / 2 - Temporary / 06 - Hourly - No Bnf / GRD12 / 00 / \$13.59

WEEKLY PERSONNEL AMENDMENTS - ROUTINE

Action Type Description	Action Reason Description	Action Effective Date	Current Personnel Area	Position / Position Title / Employee Group / Employee Subgroup / Grade / Level / Salary/Rate Amt	New Personnel Area	Position / Position Title / Employee Group / Employee Subgroup / Grade / Level / Salary/Rate Amt
New Hire	New Hire	07/01/2013	N/A	N/A	3500 - Sheriff	30006034 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$38,919.50
New Hire	New Hire	06/17/2013	N/A	N/A	3500 - Sheriff	30002770 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$38,919.50
New Hire	New Hire	06/17/2013	N/A	N/A	3500 - Sheriff	30002838 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$38,919.50
Re-Hire	Re-Hire	07/01/2013	N/A	N/A	1800 - Rcd Mgmt and Comm Rsrc	30050240 / Law Library Supv / 1 - Regular / 01 - Full Time Exempt / GRD20 / 00 / \$60,663.62
Re-Hire	Re-Hire	06/01/2013	N/A	N/A	1850 - Health and Human Sv and Vet Sv	30051063 / Office Asst / 2 - Temporary / 06 - Hourly - No Bnf / GRD10 / 00 / \$11.87
Re-Hire	Re-Hire	06/03/2013	N/A	N/A	3470 - Constable Pct 5	30050476 / Office Asst / 2 - Temporary / 06 - Hourly - No Bnf / GRD10 / 00 / \$12.45
Mobility	Career Ladder	01/17/2013	3500 - Sheriff	30005917 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$38,919.50	3500 - Sheriff	30005917 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27
Mobility	Career Ladder	04/30/2013	3500 - Sheriff	30002957 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$38,919.50	3500 - Sheriff	30002957 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27

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WEEKLY PERSONNEL AMENDMENTS - ROUTINE

Action Type Description	Action Reason Description	Action Effective Date	Current Personnel Area	CURRENT Position / Position Title / Employee Group / Employee Subgroup / Grade / Level / Salary/Rate Amt	New Personnel Area	NEW Position / Position Title / Employee Group / Employee Subgroup / Grade / Level / Salary/Rate Amt
Mobility	Career Ladder	01/03/2013	3500 - Sheriff	30005913 / Cadet / 1 - Regular / 02 - Full Time Non- Exempt / GRD80 / 01 / \$38,919.50	3500 - Sheriff	30005913 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27
Mobility	Career Ladder	04/30/2013	3500 - Sheriff	30002894 / Cadet / 1 - Regular / 02 - Full Time Non- Exempt / GRD80 / 01 / \$38,919.50	3500 - Sheriff	30002894 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27
Mobility	Lateral Transfer	06/04/2013	1850 - Health and Human Sv and Vet Sv	30050401 / Office Specialist / 2 - Temporary / 06 - Hourly - No Bnf / GRD12 / 00 / \$13.59	1850 - Health and Human Sv and Vet Sv	30050401 / Office Specialist / 2 - Temporary / 05 - Hourly - Retmt / GRD12 / 00 / \$13.59
Mobility	Promotion	06/17/2013	3200 - District Clerk	30001101 / Court Clerk Asst / 1 - Regular / 02 - Full Time Non-Exempt / GRD11 / 00 / \$26,417.46	3200 - District Clerk	30001163 / Court Clerk I / 1 - Regular / 02 - Full Time Non- Exempt / GRD13 / 00 / \$30,238.83
Mobility	Promotion	05/26/2013	3500 - Sheriff	30002900 / Corrections Officer Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD83 / 01 / \$48,226.26	3500 - Sheriff	30003286 / Law Enforcement Sheriff Deputy / 1 - Regular / 02 - Full Time Non-Exempt / GRD72 / 01 / \$52,301.81
Mobility	Promotion	05/26/2013	3500 - Sheriff	30050206 / Corrections Officer Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD83 / 01 / \$48,226.26	3500 - Sheriff	30006023 / Law Enforcement Sheriff Deputy / 1 - Regular / 02 - Full Time Non-Exempt / GRD72 / 01 / \$52,301.81
Mobility	Promotion	06/01/2013	3650 - Juvenile Probation	30004109 / Juvenile Probation Officer Asst / 1 - Regular / 02 - Full Time Non- Exempt / GRD13 / 00 / \$30,395.66	3650 - Juvenile Probation	30004105 / Juvenile Probation Officer I / 1 - Regular / 02 - Full Time Non- Exempt / GRD15 / 00 / \$34,608.50

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WEEKLY PERSONNEL AMENDMENTS - ROUTINE

Action Type Description	Action Reason Description	Action Effective Date	Current Personnel Area	CURRENT Position / Position Title / Employee Group / Employee Subgroup / Grade / Level / Salary/Rate Amt	New Personnel Area	NEW Position / Position Title / Employee Group / Employee Subgroup / Grade / Level / Salary/Rate Amt
Mobility	Reclassification	05/28/2013	3405 - Justice of the Peace Pct 2	30001635 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$30,238.83	3405 - Justice of the Peace Pct 2	30001635 / Administrative Asst I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$31,489.00
Mobility	Reclassification	05/28/2013	3405 - Justice of the Peace Pct 2	30001636 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$34,814.00	3405 - Justice of the Peace Pct 2	30001636 / Court Clerk II / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$37,200.00
Mobility	Reclassification	05/28/2013	3405 - Justice of the Peace Pct 2	30001642 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$33,787.00	3405 - Justice of the Peace Pct 2	30001642 / Court Clerk II / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$37,200.00
Mobility	Reclassification	05/07/2013	3600 - Pretrial Services	30005944 / Intake Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$33,005.28	3600 - Pretrial Services	30005944 / Court Clerk II / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$36,033.53
Mobility	Reclassification	05/07/2013	3600 - Pretrial Services	30005946 / Intake Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$38,337.51	3600 - Pretrial Services	30005946 / Court Clerk II / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$41,365.76
Mobility	Temporary to Regular	06/10/2013	1850 - Health and Human Sv and Vet Sv	300050551 / Planner Mgmt Research Asst / 2 - Temporary / 06 - Hourly - No Bnf / GRD14 / 00 / \$15.56	1850 - Health and Human Sv and Vet Sv	30005396 / Planner / 1 - Regular / 01 - Full Time Exempt / GRD19 / 00 / \$46,716.80

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WEEKLY PERSONNEL AMENDMENTS - ROUTINE

		CURRENT			NEW	
Action Type Description	Action Reason Description	Action Effective Date	Current Personnel Area	Position / Position Title / Employee Group / Employee Subgroup / Grade / Level / Salary/Rate Amt	New Personnel Area	Position / Position Title / Employee Group / Employee Subgroup / Grade / Level / Salary/Rate Amt
Salary Change	Salary/Hourly Rate Change	06/01/2013	3100 - County Attorney	30000858 / County/District Attorney Div Dir / 1 - Regular / 01 - Full Time Exempt / GRD32 / 00 / \$112,661.51	3100 - County Attorney	GRD32 / 00 / \$135,000.00

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## Human Resources Management

700 Lavaca, 4th Floor • P.O. Box 1748 • Austin, Texas 78701 • (512) 854-9165

### MEMORANDUM

DATE: June 7, 2013  
TO: Members of the Commissioners Court  
VIA: Leslie Browder, County Executive, Planning & Budget Office *LB*  
FROM: Todd Osburn, Compensation Manager *TO*  
SUBJECT: Proposed New Job Classification and Classification Changes

HRMD recommends creation of one new job classification and the revision of two others as outlined below:

#### Natural Resources Supervisor

This job was formerly known as Environmental Resources Management Specialist Senior. Per TNR request, HRMD is requesting the change in this title to highlight the supervisory aspect of the job. The job is currently in pay grade 20 and would remain in pay grade 20.

#### Environmental Specialist, Environmental Specialist Senior

These two jobs would retain their current titles and pay grades. The job summary and job duties have been changed per TNR request to better match the duties that are expected to be performed by employees within this job. These changes will have no budgetary impact.

Should you have questions, contact Todd Osburn at ext. 4-2744.



# TRAVIS COUNTY JOB DESCRIPTION

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**JOB TITLE:** Natural Resources Supervisor

**JOB CODE:** 2XXXXXXX

**PAY GRADE:** 20

**FLSA STATUS:** Exempt

**LAST REVISED:** 06/18/13

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## **JOB SUMMARY:**

Develops and implements land management protection and enhancement programs and projects of natural resources on lands owned or managed by Travis County. Works closely with personnel from other programs and agencies to optimize management and protection of natural resources. Investigates environmental problems, identifies solutions and ensures that operations compliment and support conservation of natural resources.

## **DISTINGUISHING CHARACTERISTICS:**

This is a job classification within the Professional Support job family. Incumbents use judgment to resolve complex issues involved with research projects. This classification may require a flexible work schedule in order to meet the needs of the department.

## **DUTIES AND RESPONSIBILITIES:**

- Assists in preparing and submitting grant applications for new and continued funding of programs through Federal, State, Local and County sources. Facilitates the process of acquiring land under the terms of permits.
- Supervises and evaluates staff job performance, coordinates and prioritizes schedules and assignments, authorizes staff productive and non-productive work hours, and orients and trains staff.
- Plans, organizes, develops, schedules and implements goals and objectives for the program.
- Conducts environmental analysis, exercises independent judgment in investigating and analyzing natural resources and environmental issues, and develops and implements environmental policies and procedures.
- Provides consultations with personnel, identifies training needs and designs and presents training. Serves as subject expert.
- Coordinates efforts with regional land managers to address preserve management issues.
- Serves as subject expert by advising Elected and Appointed Officials, department heads, County staff, general public and other agencies, and consultants on environmental matters relevant to programs and projects.
- Assists in the development of long range County plan for natural resources/environmental related programs and projects. Develops, reviews and recommends budget expenditures for County projects and grants, working with project manager and staff.
- Performs administrative duties, as required.
- Monitors and maintains projects, conducting biological species censusing inventories.
- Conducts education and outreach to the general public by participating in information sessions, tours, and conferences to explain issues related to land management goals.
- Performs other job-related duties as assigned.

## **MINIMUM REQUIREMENTS:**

### **Education and Experience:**

Bachelor's degree in Natural Resources, Environmental Science, Ecology, Biology or a directly related field AND three (3) years experience in natural resources management, land management or field biology, including project management and program development, and one (1) year of supervisory or management experience.

OR,  
Any combination of education and experience that has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to successfully perform the duties and responsibilities of this job.

### **Licenses, Registrations, Certifications, or Special Requirements:**

Valid Texas Driver's License.

Depending on assigned duties, may require International Society of Arboriculture (ISA) Arborist Certification, International Erosion Control Association (IECA) Erosion Control Specialist Certification, or Pest Control License.

# TRAVIS COUNTY JOB DESCRIPTION

**JOB TITLE:** Natural Resources Supervisor

**JOB CODE:** 2XXXXXXX

**PAY GRADE:** 20

**FLSA STATUS:** Exempt

**LAST REVISED:** 06/18/13

## MINIMUM REQUIREMENTS: (Cont.)

### Knowledge, Skills, and Abilities:

#### Knowledge of:

- Conducting investigations, including data collection, analyzing, interpreting and writing a report of results.
- Conducting sampling.
- Standard theory, principles, practices, and techniques of conservation- based land management.
- Federal, State, Local and County applicable environmental laws, rules, regulations and guidelines. Management and supervisory principles, practices and techniques.
- Local ecological systems and conditions.
- Fiscal policies, budget programming and budget tracking.
- Grant writing, project management, and environmental specifications.
- Computer equipment to include word processing, spreadsheets, databases, ArcView Geographic Information System (GIS) hardware and software, and related applications.
- Business letter writing, grammar and punctuation, and report preparation.

#### Skill in:

- Using ArcView Geographic Information System (GIS).
- Using biological monitoring and censusing, and wildlife control equipment.
- Supervisory principles, practices and techniques. Explaining complicated technical problems in simple non-technical language.
- Problem-solving and decision-making.
- Both verbal and written communication.

#### Ability to:

- Manage time well, perform and prioritize multiple tasks, organize diverse activities, and implement environmental research and projects.
- Meet deadlines and produce projects in a timely manner while working on several projects at once.
- Develop and implement new and innovative ideas for managing natural resources.
- Managing data in geo-databases.
- Manage, plan, assign, supervise, motivate, train, evaluate and supervise professional and administrative support staff. Provide management and team building.
- Work as a team member within a diverse organization.
- Exercise diplomacy and avoid bias in handling controversial issues.
- Research, compile, analyze, interpret and prepare a variety of memorandums or reports.
- Establish and maintain effective working relationships with County employees and officials, representatives of outside agencies, and the general public.

## WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements the ability to lift/carry up to 20-50 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to driving a 4-wheel drive vehicle, standing, walking/hiking (some rough terrain), carrying, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions. May work in extreme temperature/weather change/conditions, and smoke on prescribed or wild fires. Maybe subject to contact with dangerous machinery, fumes, communicable/infectious disease, and hazardous chemicals.

**This job description is intended to be generic in nature. It is not necessarily an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities and overtime eligibility may vary based on the specific tasks assigned to the position.**

## TRAVIS COUNTY JOB DESCRIPTION

**JOB TITLE:** ~~Environmental~~ Natural Resources Mgmt Specialist Senior Supervisor

**JOB CODE:** 20575  
**PAY GRADE:** 20

**FLSA STATUS:** Exempt  
**LAST REVISED:** 10/01/09REV

### JOB SUMMARY:

Develops and implements land management projection and enhancement programs and projects of natural resources on lands owned or managed by Travis County. Works closely with personnel from other programs and agencies to optimize management and protection of natural resources. Investigates environmental problems, identifies solutions and ensures that operations compliment and support conservation of natural resources.

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### DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Professional Support job family. Incumbents use judgment to resolve complex issues involved with research projects. This classification may require a flexible work schedule in order to meet the needs of the department.

### DUTIES AND RESPONSIBILITIES:

- Assists in preparing and submitting grant applications for new and continued funding of programs through Federal, State, Local and County sources. Facilitates the process of acquiring land under the terms of permits.
- Supervises support staff, and evaluates staff job performance, coordinates and prioritizes schedules and assignments, authorizes staff productive and non-productive work hours, and orients and trains staff.
- Plans, organizes, develops, schedules and implements goals and objectives for the program.
- Conducts environmental analysis, exercises independent judgment in investigating and analyzing natural resources and environmental issues, and develops and implements environmental policies and procedures.
- Provides consultations with personnel, identifies training needs and designs and presents training. Serves as subject expert.
- Coordinates efforts with regional land managers to address preserve management issues.
- Serves as subject expert by advising Elected and Appointed Officials, department heads, County staff, general public and other agencies, and consultants on environmental matters relevant to programs and projects.
- Assists in the development of long range County plan for natural resources/environmental related programs and projects. Develops, reviews and recommends budget expenditures for County projects and grants, working with project manager and staff.
- Performs administrative duties, as required.
- Monitors and maintains projects, conducting biological species censusing inventories.
- Conducts education and outreach to the general public by participating in information sessions, tours, and conferences to explain issues related to land management goals.
- Performs other job-related duties as assigned.

### MINIMUM REQUIREMENTS:

#### Education and Experience:

Bachelor's degree in Natural Resources, Environmental Science, Ecology, Biology or a directly related field AND three (3) years experience in natural resources management, land management or field biology, including project management and program development, and one (1) year of supervisory or management experience.

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OR,

Any combination of education and experience that has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to successfully perform the duties and responsibilities of this job.

#### **Licenses, Registrations, Certifications, or Special Requirements:**

Valid Texas Driver's License.

Depending on assigned duties, may require International Society of Arboriculture (ISA) Arborist Certification,

# TRAVIS COUNTY JOB DESCRIPTION

**JOB TITLE:** Environmental Natural Resources Mgmt Specialist Senior Supervisor  
**JOB CODE:** 20575  
**PAY GRADE:** 20  
**FLSA STATUS:** Exempt  
**LAST REVISED:** 10/01/09REV

International Erosion Control Association (IECA) Erosion Control Specialist Certification, or Pest Control License.  
**MINIMUM REQUIREMENTS: (Cont.)**

## Knowledge, Skills, and Abilities:

### Knowledge of:

- Conducting investigations, including data collection, analyzing, interpreting and writing a report of results.
- Conducting sampling.
- Standard theory, principles, practices, and techniques of conservation-based land management.
- Federal, State, Local and County applicable environmental laws, rules, regulations and guidelines.
- Management and supervisory principles, practices and techniques.
- Local ecological systems and conditions.
- Fiscal policies, budget programming and budget tracking.
- Grant writing, project management, and environmental specifications.
- Computer equipment to include word processing, spreadsheets, databases, ArcView Geographic Information System (GIS) hardware and software, and related applications.
- Business letter writing, grammar and punctuation, and report preparation.

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### Skill in:

- Using ArcView Geographic Information System (GIS).
- Using biological monitoring and censusing, and wildlife control equipment.
- Supervisory principles, practices and techniques.
- Explaining complicated technical problems in simple non-technical language.
- Problem-solving and decision-making.
- Both verbal and written communication.

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### Ability to:

- Manage time well, perform and prioritize multiple tasks, organize diverse activities, and implement environmental research and projects.
- Meet deadlines and produce projects in a timely manner while working on several projects at once.
- Develop and implement new and innovative ideas for managing natural resources.
- Managing data in geodatabases.
- Manage, plan, assign, supervise, motivate, train, evaluate and supervise professional and administrative support staff.
- Provide management and team building.
- Work as a team member within a diverse organization.
- Exercise diplomacy and avoid bias in handling controversial issues.
- Research, compile, analyze, interpret and prepare a variety of memorandums or reports.
- Establish and maintain effective working relationships with County employees and officials, representatives of outside agencies, and the general public.

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## **WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

Physical requirements the ability to lift/carry up to 20-50 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to driving a 4-wheel drive vehicle, standing, walking/hiking (some rough terrain), carrying, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions. May work in extreme temperature/weather change/conditions, and smoke on prescribed or wild fires. Maybe subject to contact with dangerous machinery, fumes, communicable/infectious disease, and hazardous chemicals.

**This job description is intended to be generic in nature. It is not necessarily an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities and overtime eligibility may vary**

## TRAVIS COUNTY JOB DESCRIPTION

**JOB TITLE:** ~~Environmental~~ Natural Resources Mgmt Specialist Seni  
Supervisor

**JOB CODE:** 20575  
**PAY GRADE:** 20

**FLSA STATUS:** Exempt  
**LAST REVISED:** 10/01/09REV

based on the specific tasks assigned to the position.

# TRAVIS COUNTY JOB DESCRIPTION

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**JOB TITLE: Environmental Specialist**

**JOB CODE:** 20000358  
**PAY GRADE:** 18

**FLSA STATUS:** Non-Exempt  
**LAST REVISED:** 06/18/13

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**JOB SUMMARY:**

Under general direction and with latitude for independent judgment, administers or implements one or more countywide environmental programs. Includes carrying out or coordinating projects and activities related to the designated programs. Depending on the program assignment, may be responsible for review of simple to complex projects and applications; inspections; compliance, data collection and analysis, project planning and execution, program evaluation, record management, reporting and education and outreach.

**DISTINGUISHING CHARACTERISTICS:**

This position may support one or more of the following program areas: Hazardous materials management, hazardous waste management and cleanup, pesticide use and management, household hazardous waste and other special wastes; Solid waste management, recycling, responsible purchasing; Storm water management, erosion and sedimentation controls; Water quality monitoring, assessment, regulation, compliance and policy; Air quality monitoring, assessment regulation, compliance and policy; Land acquisition in support of endangered species protection or other natural resources program; Grant development and administration; Environmental policy and legislative analysis; and Compliance and civil enforcement across multiple program areas. This classification may require a flexible work schedule in order to meet the needs of the department.

**DUTIES AND RESPONSIBILITIES:**

- Develops, implements, performs duties of and/or administers countywide natural resource and environmental quality programs. Includes planning, processing and evaluating projects and activities in support of the programs. Manages multiple projects and activities within authorized scope, schedule and budget.
- Coordinates efforts with contractors, department staff, other departments and agencies, the regulated community, stakeholders and the general public. Serves as departmental liaison for the designated program.
- Analyzes and interprets Federal, State and Local environmental regulations. Recommends, develops and implements procedures and projects consistent with environmental regulations. Makes recommendations on compliance to the department and the regulated community.
- Prepares cost estimates, plans and specifications for outside goods or services within the designated areas of program specialization. Prepares requests for proposals, assists in contract negotiations with vendors, and manages approved contracts in accordance with authorized scope, schedule and budget. Develops purchase requests for required supplies and services.
- Analyzes, evaluates and presents data, maintain databases and prepares written reports. Presents findings and reports to department staff and management, other agencies, the Commissioners Court and the public.
- Conducts education and outreach to the general public by participating in information meetings, trainings, and conferences to explain issues related to the programs goals. Represents the department by working closely with groups, community members and organization representatives.
- Assists in preparing and submitting grant applications for new and continued funding of programs through Federal, State, Local and County sources.
- Performs other job-related duties as assigned.

**MINIMUM REQUIREMENTS:****Education and Experience:**

Bachelor's degree in Environmental Science, Environmental Policy, Technical Writing or a directly related field AND two (2) years experience in the program specialization areas listed above;

OR,

Any combination of education and experience that has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to successfully perform the duties and responsibilities of this job.

# TRAVIS COUNTY JOB DESCRIPTION

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**JOB TITLE: Environmental Specialist**

**JOB CODE:** 20000358  
**PAY GRADE:** 18

**FLSA STATUS:** Non-Exempt  
**LAST REVISED:** 06/18/13

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**MINIMUM REQUIREMENTS: (Cont.)****Licenses, Registrations, Certifications, or Special Requirements:**

Valid Texas Driver's License.

Depending on program specialization assigned to, may require certification in one of the following designated specialty fields, such as: International Society of Arboriculture (ISA) Arborist Certification, International Erosion Control Association (IECA) certification (e.g. Certified Erosion, Sediment and Storm Water Inspector, CESSWI), Pest Control Applicator License, Hazardous Waste Operations and Emergency Response (HAZWOPER).

**Knowledge, Skills, and Abilities:****Knowledge of:**

- Standard theory, principles, practices and techniques of designated program and area of specialization.
- Scientific principles and techniques related the assigned area of environmental specialization.
- Federal, State, Local and County applicable environmental laws, rules, regulations and guidelines.
- Principles, practices and techniques of project management.
- Research and data analysis techniques.
- Principles of data, document and records management.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages including geographic information systems.
- Technical writing, report writing and preparation, business letter writing, grammar and punctuation.
- Legislative economic, technological and industry trends applicable to the designated areas of program specialization.

**Skill in:**

- Use of biological monitoring, environmental assessment, and wildlife control equipment and instruments.
- Use of field techniques, equipment and instruments appropriate to the area of specialization.
- Data analysis.
- Geographic Information Systems, including the ability to:
  - create maps and graphs, using GIS software and related equipment;
  - compile geographic data from a variety of sources which may include censuses, field observation, satellite imagery, aerial photographs, and existing maps;
  - retrieve stored maps, manage shape files and other GIS data.
- Data management techniques.
- Explaining complicated technical problems in simple non-technical language.
- Problem-solving and decision-making.
- Verbal and written communication.

**Ability to:**

- Manage time well, perform and prioritize multiple tasks, organize diverse activities, develop and implement environmental research and projects.
- Meet deadlines and produce projects in a timely manner while working on several projects at once.
- Work as a team member within a diverse organization.
- Research, compile, analyze, interpret and prepare a variety of memorandums or reports.
- Perform duties and responsibilities appropriate to the designated area of specialization.
- Establish and maintain effective working relationships with County employees and officials, representatives of outside agencies, and the general public.

# TRAVIS COUNTY JOB DESCRIPTION

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**JOB TITLE: Environmental Specialist**

**JOB CODE:** 20000358  
**PAY GRADE:** 18

**FLSA STATUS:** Non-Exempt  
**LAST REVISED:** 06/18/13

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**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

Physical requirements include the ability to lift/carry up to 20-50 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to driving a 4-wheel drive vehicle, standing, walking/hiking (some rough terrain), carrying, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions. May work in extreme temperature/weather change/conditions, and smoke on prescribed or wild fires. Maybe subject to contact with dangerous machinery, fumes, communicable/infectious disease, and hazardous chemicals.

**This job description is intended to be generic in nature. It is not necessarily an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities and overtime eligibility may vary based on the specific tasks assigned to the position.**



## TRAVIS COUNTY JOB DESCRIPTION

### JOB TITLE: Environmental Specialist

JOB CODE: 18576  
PAY GRADE: 18

FLSA STATUS: Non-Exempt  
LAST REVISED: 04/01/12 REV  
DRAFT 9/12

#### JOB SUMMARY:

Coordinates land management protection and enhancement programs and projects of natural resources on lands owned or managed by Travis County, such as hazardous materials management, recycling, refuse and waste management, herbicide program management, hazardous chemical spills, composting, tree replacement, vegetation management, and energy conservation. Depending upon assigned project, may be responsible for administration of a regional Habitat Conservation Plan (HCP) and other ecological management projects and programs. May educate and assist the public to comply with Endangered Species Regulations in the HCP. Performs office and fieldwork to plan, implement, monitor and complete projects in Natural Resources Program. Under general direction and with latitude of independent judgment, administers or implements one or more countywide environmental programs. Includes carry out or coordinating projects and activities related to the designated programs. Depending on the program assigned, may be responsible for review of simple to complex projects and applications; inspections; compliance, data collection and analysis, project planning and execution, program evaluation, record management, reporting and education and outreach.

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#### DISTINGUISHING CHARACTERISTICS:

This position may support one or more of the following program areas: Hazardous materials management, hazardous waste management and cleanup, pesticide use and management, household hazardous waste and other special wastes; Solid waste management, recycling, responsible purchasing; Storm water management, erosion and sedimentation controls; Water quality monitoring, assessment, regulation, compliance and policy; Air quality monitoring, assessment, regulation, compliance and policy; Land acquisition in support of endangered species protection or other natural resources program; Grant development and administration; Environmental policy and legislative analysis; and Compliance and civil enforcement across multiple program areas. This is the first in a series of four environmental related job classifications within the Professional Support job family. This classification may require a flexible work schedule in order to meet the needs of the department.

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#### DUTIES AND RESPONSIBILITIES:

- Evaluates, develops and maintains environmental countywide natural resource and environmental programs. Manages multiple program contracts and coordinates with contractors.
- Develops, implements, performs duties of and/or administers countywide natural resource and environmental quality programs. Includes planning, processing and evaluating projects and activities in support of the programs. Manages multiple projects and activities within authorized scope, schedule and budget.
- Serves as liaison and coordinates efforts with other agencies, private and public entities, including constituents or professionals. Resolves problems. Coordinates efforts with contractors, department staff, other departments and agencies, the regulated community, stakeholders and the general public. Serves as departmental liaison for the designated program.
- Monitors existing Federal, State and Local regulations and issues relevant to operations and makes recommendations on compliance. Analyzes and interprets Federal, State and Local environmental regulation. Recommends, develops and implements procedures and projects consistent with environmental regulation. Makes recommendations on compliance to the department and the regulated community.
- Prepares cost estimates, plans and specifications for outside goods or services. Prepares request for proposals, assists in contract negotiations with outside vendors and manages approved contracts. Assists with development of grant proposals, applications, and contracts for services with other agencies as sources for additional funding. Prepares cost estimates, plans and specifications for outside goods or services within the designated areas of program specialization. Prepares requests for proposals, assists in contract negotiations with vendors, manages approved contracts in accordance with authorized scope, schedule and budget. Develops purchase requests for required supplies and services.
- Analyzes, evaluates and presents data, maintain databases and prepares written reports. Presents findings and

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# TRAVIS COUNTY JOB DESCRIPTION

## JOB TITLE: Environmental Specialist

JOB CODE: 18576  
 PAY GRADE: 18

FLSA STATUS: Non-Exempt  
 LAST REVISED: 04/01/12 REV  
 DRAFT 9/12

reports to department staff and management, other agencies, the Commissioners Court and the public.

- Conducts education and outreach to the general public by participating in information meetings, trainings, and conferences to explain issues related to the programs goals. Represents the department by working closely with groups, community members and organization representatives.
- Stays abreast of legislative economic, technological and industry trends.
- Assists in preparing and submitting grant applications for new and continued funding of programs through Federal, State, Local and County sources.
- Performs other job-related duties as assigned.

### MINIMUM REQUIREMENTS:

#### Education and Experience:

Bachelor's degree in Environmental Science, Environmental Policy, Technical Writing or a directly related field AND two (2) years experience in government grants, including minimum one of the four areas of writing and proposal preparation, grant administration, budget preparation/analysis, or project management, the program specialization areas listed above;

OR,

Any combination of education and experience that has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to successfully perform the duties and responsibilities of this job.

#### Licenses, Registrations, Certifications, or Special Requirements:

Valid Texas Driver's License.

Depending on assigned duties, may require International Society of Arboriculture (ISA) Arborist Certification, International Erosion Control Association (IECA) Erosion Control Specialist Certification, or Pest Control License.

Depending on program specialization assigned to, may require certification in one of the following designated special fields, such as: International Society of Arboriculture (ISA) Arborist Certification, International Erosion Control Association (IECA) certification (e.g. Certified Erosion, Sediment and Storm Water Inspector, CESSWI), Pest Control Applicator License, Hazardous Waste Operations and Emergency Response (HAZWOPER).

### MINIMUM REQUIREMENTS: (Cont.)

#### Knowledge, Skills, and Abilities:

##### Knowledge of:

- Standard theory, principles, practices and techniques of designated program and area specialization environmental and natural resource protection.
- Scientific principles and techniques related the assigned area of environmental specialization.
- Federal, State, Local and County applicable environmental laws, rules, regulations and guidelines.
- Grant technical writing, Principles, practices and techniques of project management, and environmental specifications.
- Research and data analysis techniques.
- Principles of data, document and records management.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages including geographic information systems.
- Technical writing, report writing and preparation, Business letter writing, grammar and punctuation, and report preparation.
- Legislative economic, technological and industry trends applicable to the designated areas of program specialization.

Skill in:

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## TRAVIS COUNTY JOB DESCRIPTION

### JOB TITLE: Environmental Specialist

JOB CODE: 18576  
PAY GRADE: 18

FLSA STATUS: Non-Exempt  
LAST REVISED: 04/01/12\_REV  
DRAFT 9/12

- Use of biological monitoring, environmental assessment, and censusing, and wildlife control equipment and instruments.
- Use of field techniques, equipment and instruments appropriate to the area of specialization.
- Data analysis.
- Geographic Information Systems, including the ability to:
  - create maps and graphs, using GIS software and related equipment;
  - compile geographic data from a variety of sources which may include censuses, field observation, satellite imagery, aerial photographs, and existing maps;
  - retrieve stored maps, manage shape files and other GIS data.
- Data management techniques.
- Explaining complicated technical problems in simple non-technical language.
- Problem-solving and decision-making.
- Both verbal and written communication.

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#### Ability to:

- Manage time well, perform and prioritize multiple tasks, organize diverse activities, develop and implement environmental research and projects.
- Meet deadlines and produce projects in a timely manner while working on several projects at once.
- Work as a team member within a diverse organization.
- Research, compile, analyze, interpret and prepare a variety of memorandums or reports.
- Perform duties and responsibilities appropriate to the designated area of specialization.
- Establish and maintain effective working relationships with County employees and officials, representatives of outside agencies, and the general public.

#### WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 20-50 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to driving a 4-wheel drive vehicle, standing, walking/hiking (some rough terrain), carrying, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions. May work in extreme temperature/weather change/conditions, and smoke on prescribed or wild fires. Maybe subject to contact with dangerous machinery, fumes, communicable/infectious disease, and hazardous chemicals.

This job description is intended to be generic in nature. It is not necessarily an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities and overtime eligibility may vary based on the specific tasks assigned to the position.

# TRAVIS COUNTY JOB DESCRIPTION

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**JOB TITLE: Environmental Specialist Senior**

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**JOB CODE:** 20000359  
**PAY GRADE:** 19

**FLSA STATUS:** Exempt  
**LAST REVISED:** 06/18/13

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**JOB SUMMARY:**

Under general direction and with extensive latitude for initiative and independent judgment, administers or implements a group of related countywide environmental programs or at least one program involving the need for, and the recognized attainment of a high level of technical or administrative expertise. Recognition may be in the form of a specialized certification or years of high quality performance in area of program specialization. Depending on the program, may be responsible for inspections, compliance, data collection and analysis, project planning and execution, program evaluation, record management, reporting and education and outreach.

**DISTINGUISHING CHARACTERISTICS:**

This position may support one or more of the following program areas: Hazardous materials management, hazardous waste management and cleanup, pesticide use and management, household hazardous waste and other special wastes; Solid waste management, recycling, responsible purchasing; Storm water management, erosion and sedimentation controls; Water quality monitoring, assessment, regulation, compliance and policy; Air quality monitoring, assessment regulation, compliance and policy; Land acquisition in support of endangered species protection or other natural resources program; Grant development and administration; Environmental policy and legislative analysis; and Compliance and civil enforcement across multiple program areas. This classification may require a flexible work schedule in order to meet the needs of the department.

**DUTIES AND RESPONSIBILITIES:**

- Develops, implements, performs duties of and/or administers a group of countywide natural resource and environmental quality programs or a single program that require a high level of technical skill, specialized knowledge, or expertise as reflected by an accredited certification or extensive experience. Includes planning, carrying out and evaluating projects and activities in support of the programs. Manages multiple projects, contracts and activities consistent with authorized scope, schedule and budget.
- Coordinates efforts with contractors, department staff, other departments and agencies, the regulated community, stakeholders and the general public. Serves as departmental liaison for the designated programs.
- Analyzes and interprets Federal, State and Local environmental regulations. Recommends, develops and implements procedures and projects consistent with environmental regulations. Makes recommendations on compliance to the department and the regulated community.
- Prepares cost estimates, plans and specifications for outside goods or services within the designated areas of program specialization. Prepares request for proposals, assists in contract negotiations with outside vendors and manages approved contracts. Develops purchase requests for supplies and services required for assigned programs and projects. Assists with development of grant proposals, applications, and contracts for services with other agencies as sources for additional funding.
- Analyzes, evaluates and presents data, maintain databases and prepares written reports. Presents findings and reports to department staff and management, other agencies, the Commissioners Court and the public.
- Conducts education and outreach to the general public by participating in information meetings, trainings, and conferences to explain issues related to the programs goals. Represents the department by working closely with groups, community members and organization representatives.
- Conducts advanced level technical inspections, analyses and or investigations.
- Specific to grants area of specialization: Administers preparation and submission of grant applications for new and continued funding of programs through Federal, State, Local and County sources, including maintaining grant accurate records and prepare monthly reports of progress, monitoring contractual compliance, reviews projects, coordinates efforts between funding agencies, and schedules items for approval.
- Specific to grants area of specialization: Identifies funding sources, develops projects and writes grant proposals. Communicates and meets with funding agencies, and assists with taking the application through the approval process. Responds to information requests.

# TRAVIS COUNTY JOB DESCRIPTION

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## JOB TITLE: Environmental Specialist Senior

JOB CODE: 20000359  
PAY GRADE: 19

FLSA STATUS: Exempt  
LAST REVISED: 06/18/13

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- Serves on committees and task forces dealing with environmental or grants issues.
- Reviews projects in the Natural Resources and Environmental Quality programs. Reviews project operations to ensure timely submission of progress reports.
- Supports civil enforcement, as required.
- Performs other job-related duties as assigned.

### MINIMUM REQUIREMENTS:

#### Education and Experience:

Bachelor's degree in Environmental Science, Environmental Policy, Technical Writing or a directly related field AND three (3) years experience the program specialization areas listed above;

OR,

Any combination of education and experience that has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to successfully perform the duties and responsibilities of this job.

#### Licenses, Registrations, Certifications, or Special Requirements:

Valid Texas Driver's License.

Depending on assigned duties, may require certification in the designated specialty field such as: International Society of Arboriculture (ISA) Arborist Certification, International Erosion Control Association (IECA) certification (e.g. Certified Professional in Erosion and Sediment Control, CPESC), Pest Control Applicator License, Hazardous Waste Operations and Emergency Response (HAZWOPER); or Certified Grant Management Specialist as recognized by the National Grants Management Association.

#### Knowledge, Skills, and Abilities:

##### Knowledge of:

- Grant guidelines, procedures and of funding agencies. (Specific to grants area of specialization)
- Grant technical writing, project management, and environmental specifications. (Specific to grants area of specialization)
- Standard theory, principles, practices and techniques of environmental and natural resource protection.
- Scientific principles and techniques related the assigned area of environmental specialization.
- Federal, State, Local and County applicable environmental laws, rules, regulations and guidelines.
- General aptitude in mathematics or accounting.
- Principles, practices and techniques of project management, and environmental specifications.
- Research and data analysis techniques.
- Principles of data and document management.
- Computer equipment and software to include word processing, spreadsheets, databases and a variety of software packages including geographic information systems.
- Technical writing, report writing and preparation, business letter writing, grammar and punctuation.

#### MINIMUM REQUIREMENTS: (Cont.)

#### Knowledge, Skills, and Abilities: (Cont.)

##### Skill in:

- Use of biological monitoring, environmental assessment, and wildlife control equipment and instruments. Use of field techniques appropriate to the areas of specialization.
- Data analysis.
- Geographic Information Systems, including the ability to:
- create maps and graphs, using GIS software and related equipment;

# TRAVIS COUNTY JOB DESCRIPTION

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## JOB TITLE: Environmental Specialist Senior

JOB CODE: 20000359  
PAY GRADE: 19

FLSA STATUS: Exempt  
LAST REVISED: 06/18/13

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- compile geographic data from a variety of sources which may include census, field observation, satellite imagery, aerial photographs, and existing maps;
- retrieve stored maps, manage shape files and other GIS data; .
- Data management techniques.
- Explaining complicated technical problems in simple non-technical language.
- Problem-solving and decision-making.
- Both verbal and written communication.
- Problem-solving and decision-making.
- Verbal and written communication.

### Ability to:

- Research, plan and coordinate grant related activities.
- Write policies and procedures.
- Manage time well, perform and prioritize multiple tasks, organize diverse activities, develop and implement environmental research and projects.
- Meet deadlines and produce projects in a timely manner while working on several projects at once.
- Work as a team member within a diverse organization.
- Research, compile, analyze, interpret and prepare a variety of memorandums or reports.
- Effectively present information to management and public groups.
- Establish and maintain effective working relationships with County employees and officials, representatives of outside agencies, and the general public.

### WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 20-50 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to driving a 4-wheel drive vehicle, standing, walking/hiking (some rough terrain), carrying, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions. May work in extreme temperature/weather change/conditions, and smoke on prescribed or wild fires. Maybe subject to contact with dangerous machinery, fumes, communicable/infectious disease, and hazardous chemicals.

**This job description is intended to be generic in nature. It is not necessarily an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities and overtime eligibility may vary based on the specific tasks assigned to the position.**

# TRAVIS COUNTY JOB DESCRIPTION

## JOB TITLE: Environmental Specialist Senior

JOB CODE: 19577  
PAY GRADE: 19

FLSA STATUS: Exempt  
LAST REVISED: 10/01/09  
DRAFT REV  
9/12

### JOB SUMMARY:

~~Manages grants process for Parks and Natural Resources, including grant seeking, writing and administration. Develops projects that meet the criteria of funding agencies and that support the strategic goals of Travis County Parks and Natural Resources Division. Manages environmental projects. Serves on committees dealing with Natural Resources or grants issues. Under general direction and with extensive latitude for initiative and independent judgment, administers or implements a group of related countywide environmental programs or at least one program involving the need for, and the recognized attainment of a high level of technical or administrative expertise. Recognition may be the form of a specialized certification or years of high quality performance in area of program specialization. Depending on the program, may be responsible for inspections, compliance, data collection and analysis, project planning and execution, program evaluation, record management, reporting and education and outreach.~~

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### DISTINGUISHING CHARACTERISTICS:

~~This position may support one or more of the following program areas: Hazardous materials management, hazardous waste management and cleanup, pesticide use and management, household hazardous waste and other special wastes; Solid waste management, recycling, responsible purchasing; Storm water management, erosion and sedimentation controls; Water quality monitoring, assessment, regulation, compliance and policy; Air quality monitoring, assessment, regulation, compliance and policy; Land acquisition in support of endangered species protection or other natural resources program; Grant development and administration; Environmental policy and legislative analysis; and Compliance and civil enforcement across multiple program areas. This is the second in a series of four environmental-related job classifications within the Professional Support job family. This classification is distinguished from other classifications by the grant technical administration required. This classification may require a flexible work schedule in order to meet the needs of the department.~~

### DUTIES AND RESPONSIBILITIES:

- ~~Develops, implements, performs duties of and/or administers a group of countywide natural resource and environmental quality programs or a single program that require a high level of technical skill, specialized knowledge, or expertise as reflected by an accredited certification or extensive experience. Includes planning, carrying out and evaluating projects and activities in support of the programs. Manages multiple projects, contracts and activities consistent with authorized scope, schedule and budget.~~
- ~~Coordinates efforts with contractors, department staff, other departments and agencies, the regulated community stakeholders and the general public. Serves as departmental liaison for the designated programs.~~
- ~~Analyzes and interprets Federal, State and Local environmental regulations. Recommends, develops and implements procedures and projects consistent with environmental regulations. Makes recommendations on compliance to the department and the regulated community.~~
- ~~Prepares cost estimates, plans and specifications for outside goods or services within the designated areas of program specialization. Prepares request for proposals, assists in contract negotiations with outside vendors and manages approved contracts. Develops purchase requests for supplies and services required for assigned programs and projects. Assists with development of grant proposals, applications, and contracts for services with other agencies as sources for additional funding.~~
- ~~Analyzes, evaluates and presents data, maintain databases and prepares written reports. Presents findings and reports to department staff and management, other agencies, the Commissioners Court and the public.~~
- ~~Conducts education and outreach to the general public by participating in information meetings, trainings, and conferences to explain issues related to the programs goals. Represents the department by working closely with groups, community members and organization representatives.~~
- ~~Conducts advanced level technical inspections, analyses and or investigations.~~
- ~~Specific to grants area of specialization: Administers preparation and submission of grant applications for new~~

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# TRAVIS COUNTY JOB DESCRIPTION

## JOB TITLE: Environmental Specialist Senior

JOB CODE: 19577  
PAY GRADE: 19

FLSA STATUS: Exempt  
LAST REVISED: 10/01/09  
DRAFT REV  
9/12

continued funding of programs through Federal, State, Local and County sources, including maintaining grant accurate records and prepare monthly reports of progress, monitoring contractual compliance, reviews projects, coordinates efforts between funding agencies, and schedules items for approval.

- Specific to grants area of specialization: Identifies funding sources, develops projects and writes grant proposals. Communicates and meets with funding agencies, and assists with taking the application through the approval process. Responds to information requests.
- Serves on committees and task forces dealing with environmental or grants issues.
- Approves purchase requests for grant items.
- Reviews projects in the Natural Resources and Environmental Quality programs. Reviews project operations to ensure timely submission of progress reports.
- Supports civil enforcement, as required.
- Performs other job-related duties as assigned.

### MINIMUM REQUIREMENTS:

#### Education and Experience:

Bachelor's degree in Environmental Science, Environmental Policy, Technical Writing or a directly related field AND three (3) years experience in government grants, including minimum two of the four areas of writing and proposal preparation, grant administration, budget preparation/analysis, or project management the program specialization areas listed above;

OR,

Any combination of education and experience that has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to successfully perform the duties and responsibilities of this job.

#### Licenses, Registrations, Certifications, or Special Requirements:

Valid Texas Driver's License.

Depending on assigned duties, may require certification in the designated specialty field such as: International Society of Arboriculture (ISA) Arborist Certification, International Erosion Control Association (IECA) certification (e.g. Certified Professional in Erosion and Sediment Control, CPESC), Pest Control Applicator License, Hazardous Waste Operation and Emergency Response (HAZWOPER), or Certified Grant Management Specialist as recognized by the National Grants Management Association.

#### Knowledge, Skills, and Abilities:

##### Knowledge of:

- Grant guidelines, procedures and of funding agencies. (Specific to grants area of specialization)
- Grant technical writing, project management, and environmental specifications. (Specific to grants area of specialization)
- Standard theory, principles, practices and techniques of environmental and natural resource protection.
- Scientific principles and techniques related the assigned area of environmental specialization.
- Federal, State, Local and County applicable environmental laws, rules, regulations and guidelines.
- General aptitude in mathematics or accounting.
- Standard theory, principles, practices and techniques of environmental and natural resource protection.
- Principles, practices and techniques of project management, and environmental specifications.
- Research and data analysis techniques.

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## TRAVIS COUNTY JOB DESCRIPTION

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**JOB TITLE: Environmental Specialist Senior**

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**JOB CODE:** 19577  
**PAY GRADE:** 19

**FLSA STATUS:** Exempt  
**LAST REVISED:** 10/01/09  
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9/12

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- Principles of data and document management.
- Computer equipment and software to include word processing, spreadsheets, databases and a variety of software packages including geographic information systems.
- Technical writing, report writing and preparation, business letter writing, grammar and punctuation.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.
- Business letter writing, grammar and punctuation, and report preparation.

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**MINIMUM REQUIREMENTS: (Cont.)****Knowledge, Skills, and Abilities: (Cont.)****Skill in:**

- Use of biological monitoring, environmental assessment, and wildlife control equipment and instruments. Use field techniques appropriate to the areas of specialization.
- Data analysis.
- Geographic Information Systems, including the ability to:
  - create maps and graphs, using GIS software and related equipment;
  - compile geographic data from a variety of sources which may include census, field observation, satellite image aerial photographs, and existing maps;
  - retrieve stored maps, manage shape files and other GIS data.
- Data management techniques.
- Explaining complicated technical problems in simple non-technical language.
- Problem-solving and decision-making.
- Both verbal and written communication.
- Using biological monitoring and censusing, and wildlife control equipment.
- Explaining complicated technical problems in simple non-technical language.
- Problem-solving and decision-making.
- Both verbal and written communication.

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**Ability to:**

- Research, plan and coordinate grant related activities.
- Write policies and procedures.
- Manage time well, perform and prioritize multiple tasks, organize diverse activities, develop and implement environmental research and projects.
- Meet deadlines and produce projects in a timely manner while working on several projects at once.
- Work as a team member within a diverse organization.
- Research, compile, analyze, interpret and prepare a variety of memorandums or reports.
- Effectively present information to management and public groups.
- Establish and maintain effective working relationships with County employees and officials, representatives of outside agencies, and the general public.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

Physical requirements include the ability to lift/carry up to 20-50 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to driving a 4-wheel drive vehicle, standing, walking/hiking (some rough terrain), carrying, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions. May work in extreme temperature/weather change/conditions, and smoke on prescribed or wild fires. Maybe subject to contact with dangerous machinery, fumes, communicable/infectious disease, and hazardous chemicals.

## TRAVIS COUNTY JOB DESCRIPTION

**JOB TITLE: Environmental Specialist Senior**

**JOB CODE:** 19577  
**PAY GRADE:** 19

**FLSA STATUS:** Exempt  
**LAST REVISED:** 10/01/09  
DRAFT REV  
9/12

**This job description is intended to be generic in nature. It is not necessarily an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities and overtime eligibility may vary based on the specific tasks assigned to the position.**

<b>REVISED JOB DESCRIPTIONS</b>		
<b>Job Title / Job #</b>	<b>FLSA</b>	<b>Pay Grade</b>
Natural Resources Supervisor* / 2XXXXXXX	E	20
Environmental Specialist / 20000358	E	18
Environmental Specialist Sr / 20000359	E	19
HRMD is providing attached revised job descriptions for approval, see pages 7 - 26. *Title changed from Environmental Rsrc Mgmt Specialist Sr.		

**BY ORDER OF THE COMMISSIONERS COURT, THE PRECEDING PERSONNEL AMENDMENTS ARE APPROVED.**

\_\_\_\_\_  
**Samuel T. Biscoe, County Judge**

\_\_\_\_\_  
**Ron Davis, Commissioner, Pct. 1**

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**Bruce Todd, Commissioner, Pct. 2**

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**Gerald Daugherty, Commissioner, Pct. 3**

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**Margaret Gomez, Commissioner, Pct. 4**

REPORT FOR DEPARTMENT

Year	Month	Activity
2018	1	Initial planning and data collection
2018	2	Review of literature and data analysis
2018	3	Final report submission

BY ORDER OF THE UNIVERSITY OF CALIFORNIA, THE PRESIDENT HAS APPOINTED

Dr. [Name] as the [Title]

Dr. [Name] is the [Title]

Dr. [Name] is the [Title]

Dr. [Name] is the [Title]

Dr. [Name] is the [Title]