

**NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY  
THE HUMAN RESOURCES DIRECTOR**

The following actions are being posted in accordance with Civil Service Rule 109. In the absence of a protest addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

**Posting No:** 2  
**Fiscal Year:** 2025/2026  
**Posted Date:** 07/23/2025  
**Reposted Date:** N/A

**AMEND THE FOLLOWING JOB SPECIFICATION(S):**  
*(Job specification(s) attached)*

Item #	Job Code	Title	Bargaining Unit
1	5638	Environmental Assistant	0007
2	5640	Environmental Specialist	0007
3	5642	Senior Environmental Specialist	0007
4	5644	Principal Environmental Specialist	0007

**Protests on an item should be addressed to the Human Resources Director** and can be submitted by mail to the City and County of San Francisco, Department of Human Resources, 1 South Van Ness Ave, 4th Floor, San Francisco, CA 94103 or by email to [DHR.ClassificationActionPostings@sfgov.org](mailto:DHR.ClassificationActionPostings@sfgov.org). All protests must be received in writing no later than close of business seven (7) calendar days from the posting date, and must include the posting and item number(s), the basis on which the protest is submitted and identify the affected parties.

Copies of this notice may be obtained from the Department of Human Resources or from the website at: <http://sfdhr.org/index.aspx?page=109>. Copies of Civil Service Rule 109 may be obtained from the Department of Human Resources, the office of the Civil Service Commission at 25 Van Ness Ave, Suite 720, San Francisco, CA 94102 or from the website at: [Rule 109 Position Classification and Related Rules | Civil Service Commission](#).

cc: All Employee Organizations  
All Departmental Personnel Officers  
DHR – Class and Comp Unit  
DHR – Client Services Unit  
DHR – Employee Relations Unit  
DHR – Recruitment and Assessment Unit  
DHR – Client Services Operations  
Carol Isen, DHR  
Sandra Eng, CSC  
Erik Rapoport, SFERS  
Theresa Kao, Controller/ Budget Division  
E-File

**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**Title: Environmental Assistant  
Job Code: 5638**

**DEFINITION**

Under immediate supervision, positions in this class are responsible for assisting in the development and implementation of environmental ordinances, laws, regulations, projects, and programs, ~~in distinct areas of specialty, such as Clean Air Programs, Energy Conservation Programs, Public Outreach and Education programs, Recycling Commercial and Residential Programs, and Toxics Reduction.~~

**DISTINGUISHING FEATURES**

This is the entry-level class in the series. Class 5638 Environmental Assistant is distinguished from Class 5640 Environmental Specialist in that the latter performs full journey-level duties. Class 5638 Environmental Assistants works under direct supervision and are typically assigned duties within a well-defined scope; may be assigned projects with a greater scope of responsibility with increased experience.

**SUPERVISION EXERCISED**

No supervision exercised.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

*According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.*

1. Assists in the planning and implementation of environmental programs and/or projects ~~within the specialty areas by~~ researching, designing, analyzing, revising and making recommendations for program enhancement ~~and/or participating in task forces or committees.~~
2. Assists in the research, development, coordination, implementation and evaluation of environmental programs and/or projects mandated by federal, state and local laws and, statutes, ~~such as community outreach, training, recycling, toxics reduction, efficiency, transportation and demand management, and clean air.~~
3. Updates and maintains database information by researching information, performing data entry, updating databases, and creating reports for review and analysis.
4. Conducts presentations and public outreach by developing working relationships ~~and conducting presentations for~~ with community agencies and representing the department in the community.
5. ~~Coordinates staff training and conferences by assisting~~ Assists staff in preparing materials, securing location and notifying participants participant recruitment for ~~of~~ trainings ~~and/or~~, conferences, and outreach presentations.
6. Writes letters, memos, reports and other documents to staff, the general public, and community organizations in order to communicate information and data.
7. Assists in the development and implementation of contract, grants, and other expenditure processes by reviewing reports and payments to grantees according to agency poli-  
cies ~~memorandum of understanding;~~ and tracking expenditures.

CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES

Title: Environmental Assistant  
Job Code: 5638

8. Responds to written and verbal inquiries from the public by phone or in writing regarding complaints and requests for information.
9. ~~Performs other duties as assigned.~~

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of: basic knowledge of environmental federal, state and local issues, laws and regulations, **and governmental structures**; ~~and knowledge of survey techniques and methods.~~

Ability or Skill to: ability to plan, coordinate, implement, **analyze** and evaluate programs and projects; ~~analyze and solve problems~~; communicate clearly and effectively both verbally and in writing; develop and foster working relationships with a variety of **external and internal entities**; ~~use a personal computer; and~~ **work independently and** work in a team-based environment; **proficiently use a computer, including word processing programs, spreadsheets, presentation software, databases, email distribution software, and online tools.**

**MINIMUM QUALIFICATIONS**

*These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.*

Education:

Possession of a baccalaureate degree in ~~public administration, business administration, environmental science or a closely related field~~ from an accredited college **or university.**

Experience:

One (1) year of ~~professional~~ experience in planning, coordinating, implementing, **analyzing** and ~~or~~ evaluating environmental **qualifying programs or policies. Qualifying programs and policies include those in the field of environment, public health, community engagement, or a field related to the position for hire.** ~~Experience must have been gained within the area of specialty~~

License and Certification:

Possession of a valid driver's license

Substitution:

**Additional qualifying experience as described above may substitute for the required degree on a year-for-year basis. Thirty (30) semester units or forty-five (45) quarter units equal one year.**

**SUPPLEMENTAL INFORMATION**

---

**PROMOTIVE LINES**

---

**To: 5640 Environmental Specialist**

**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**Title: Environmental Assistant  
Job Code: 5638**

**ORIGINATION DATE:** 3/25/02

**AMENDED DATE:** 11/27/02 (Amend and Retitle); 12/06/02; XX/XX/XXXX

**REASON FOR AMENDMENT:** *To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.*

**BUSINESS UNIT(S):** COMMN

CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES

Title: Environmental Specialist  
Job Code: 5640

**DEFINITION**

Under general supervision, positions in this class are responsible for ~~coordinating and implementing~~ federal, state, and local environmental laws, ~~and regulations,~~ **and ordinances**; developing and implementing environmentally related programs; and making recommendations for program enhancement.

**DISTINGUISHING FEATURES**

This **5640 Environmental Specialist** is the journey level in the series **and is distinguished from the 5642 Senior Environmental Specialist in that the latter performs duties of a more difficult and complex nature and manages a subprogram within the larger program area. 5640 is further distinguished from the 5638 Environmental Assistant in that the latter is an entry level class performing less difficult and complex duties under direct supervision.** Positions in this class are assigned to three distinct specialties: Fiscal/Grants specialty, Integrated Pest Management (IPM) specialty, and Clean Air specialty. Incumbents in the Fiscal Grants specialty have primary responsibilities for administering grants, this includes managing, coordinating and providing fiscal oversight of grant funds. Incumbents in the Integrated Pest Management specialty are responsible for the implementation and oversight of the Integrated Pesticide Management Ordinance and pertinent laws and regulations. Incumbents in the Clean Air specialty are responsible for the coordination and implementation of the Healthy Air Program Legislation, the Healthy Air and Smog Ordinance and other environmental laws and regulations.

**SUPERVISION EXERCISED**

May be assigned to supervise staff.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

*According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.*

- 1. Researches, analyzes, implements, and evaluates environmental projects, legislation, policies, regulations, and laws.**
- 2. Plans and implements environmental programs and projects by designing, analyzing, revising and making recommendations for program enhancement.**
- 3. Develops, implements, and negotiates contracts, grants, and other expenditure by preparing budgets, tracking expenditures and deliverables, and developing and administering reports.**
- 4. Updates and maintains databases and records; analyzes data and report findings; develops data use strategies.**
- 5. Conducts education and training, including presentations, digital engagement, and outreach; researches and develops outreach campaigns and strategies, tracks and analyzes results and issues recommendations.**

CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES

Title: Environmental Specialist  
Job Code: 5640

**6. Prepares written and graphic materials including emails, letters, articles, reports and presentations; responds to inquiries from the public, including complaints and requests for information.**

~~Fiscal/Grants Specialty:~~

- ~~1. Coordinates and administers grants.~~
- ~~2. Maintains databases of grantees, including accounting and other financial records.~~
- ~~3. Prepares periodic budgets and financial reports on grant program.~~
- ~~4. Provides administrative oversight of grants.~~
- ~~5. Prepares, compiles, and distributes reports for each grant project.~~
- ~~6. Reviews and processes monthly and other invoices from grantees.~~
- ~~7. Acts as primary liaison with grantees by ensuring that projects are completed as proposed, meeting timeline goals and projections.~~
- ~~8. Acts as primary liaison for selected grantees with the Commission and Department of the Environment, the Mayor's Office, the Board of Supervisors, and the general public.~~
- ~~9. Performs duties as assigned.~~

~~Integrated Pest Management (IPM) Specialty:~~

- ~~1. Provides oversight and technical support to staff citywide.~~
- ~~2. Researches alternative pest control technologies.~~
- ~~3. Manages database for citywide pesticide use.~~
- ~~4. Evaluates health and environmental hazards posed by various pest management techniques and chemicals.~~
- ~~5. Provides outreach to community and other jurisdictions.~~
- ~~6. Writes reports.~~
- ~~7. Manages technical assistance pest management service.~~
- ~~8. Develops, administers, monitors, and coordinates budget.~~
- ~~9. Performs duties as assigned.~~

~~Clean Air Specialty:~~

- ~~1. Implements the Healthy Air and Smog Ordinance.~~
- ~~2. Functions as project manager for a number of projects, including transportation demand management.~~
- ~~3. Trains and supervises staff.~~
- ~~4. Plans and implements projects.~~

CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES

Title: Environmental Specialist  
Job Code: 5640

- ~~5. Coordinates transportation demand management (TDM) activities.~~
- ~~6. Represents City at public forums, including those at the federal, state, and local level.~~
- ~~7. Assists in efforts to secure grants for the Clean Air Program.~~
- ~~8. Performs regular research and critical analysis of all aspects of clean fuel vehicles and infrastructure.~~
- ~~9. Coordinates budget.~~
- ~~10. Researches and selects consultants; negotiates and finalizes Clean Air Program training; and negotiates contracts.~~
- ~~11. Performs duties as assigned.~~

**KNOWLEDGE, SKILLS, AND ABILITIES**

Fiscal/Grants Specialty:

Knowledge of: federal, state, and local **environmental** laws and regulations, **environmental programming, community outreach and public engagement techniques; governmental structure; equity, inclusion, diversity, and justice concepts**, related to financial/grant administration; energy, environmental health and environmental laws and regulations.

Ability or Skill to: **lead, implement, and analyze programs and projects, conduct research and analysis; use a personal computer proficiently use a computer, including word processing programs, spreadsheets, presentation software, databases, email distribution software, and online tools**; manage projects; apply general financial (accounting, auditing); collect data and coordinate information from multiple agencies; utilize word processing programs, spreadsheet, and communication software; utilize accounting/purchasing systems; communicate effectively both orally and in written format; negotiate and resolve conflicts; **develop and maintain professional working relationships with internal and external entities**.

IPM Specialty:

Knowledge of: federal, state and local IPM and related environmental laws and regulations; integrated pest management techniques and methods.

Ability or Skill to: use a personal computer; manage projects; collect data and coordinate information from multiple agencies; utilize word processing programs, spreadsheet, and communication software; communicate effectively both orally and in written format; negotiate and resolve conflicts.

Clean Air Specialty:

Knowledge of: federal, state and local clean air and related environmental laws and regulations; transportation management issues; governmental structure and operations; data accumulation and tracking techniques.

Ability or Skill to: use a personal computer; utilize word processing programs, spreadsheet, and communication software; work with a wide variety of individuals including governmental employees, department heads, members of the media, vendors, and local legislators; raise funds

CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES

Title: Environmental Specialist  
Job Code: 5640

~~and write grants; conduct research and analysis; communicate effectively both orally and in written format; negotiate and resolve conflicts.~~

**MINIMUM QUALIFICATIONS**

*These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.*

Education:

~~Possession of a baccalaureate degree in public administration, business administration, accounting, biology, environmental sciences, or a related field (within the specialty area) from an accredited college or university.~~

Experience:

Two (2) years of **professional** experience **in planning, coordinating, implementing, analyzing, or evaluating environmental qualifying programs or policies. Qualifying programs and policies include those in the field of environment, public health, community engagement, or a field related to the position for hire.** ~~performing duties similar to those described in this class, within the area of specialty.~~

License and Certification:

Substitution:

**Additional experience as described above may substitute for the required degree on a year-for-year basis. Thirty (30) semester units or forty-five (45) quarter units equal one year.**

**SUPPLEMENTAL INFORMATION**

---

**PROMOTIVE LINES**

---

**From: 5638 Environmental Assistant**

**To: 5642 Senior Environmental Specialist**

**ORIGINATION DATE:** 7/25/2001

**AMENDED DATE:** **XX/XX/XXXX**

**REASON FOR AMENDMENT:** *To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.*

**BUSINESS UNIT(S):** COMMN

CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES

Title: Senior Environmental Specialist  
Job Code: 5642

### DEFINITION

Under direction, positions in this class are responsible for ~~managing~~ coordinating, planning, and implementing federal, state, and local environmental laws, ~~and regulations,~~ and ordinances; developing, leading, coordinating, and implementing environmentally related projects and programs; and making recommendations for project and program enhancement.

### DISTINGUISHING FEATURES

~~This 5642 Senior Environmental Specialist is the advanced journey level in the series responsible for managing a subprogram within the larger program area. The 5642 is distinguished from the 5644 Principal Environmental Specialist in that the latter is responsible for the management of the program area. 5642 Senior Environmental Specialist is distinguished from 5640 Environmental Specialist in that the later performs duties of a less difficult and complex nature under general supervision.~~ Positions in this class are assigned to two distinct specialties: Clean Air specialty and Resource Efficient Building specialty. Incumbents in the Clean Air specialty manage and implement the Healthy Air Program Legislation and The Healthy Air and Smog Ordinance. Incumbents in the Resource Efficient Building specialty manage and implement the Resource Efficient Building Ordinance.

### SUPERVISION EXERCISED

May be assigned to supervise staff.

### EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

*According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.*

1. Coordinates and develops complex projects and programs; leads workplan development for a division within the program area.
2. Analyzes, implements, and evaluates environmental projects, legislation, policies, regulations, and laws; drafts legislation related to the environment.
3. Leads contract and grants process; develops, implements, and negotiates contracts, grants, and other expenditures by preparing budgets, tracking expenditures and deliverables, and developing and administering reports.
4. Updates and maintains databases and records; analyzes data and report findings; develops data use strategies.
5. Conducts education and training, including public presentations, digital engagement, and outreach; researches and develops outreach campaigns and strategies; tracks and analyzes results and issues recommendations
6. Prepares written and graphic materials including emails, letters, articles, reports, and presentations; responds to inquiries from the public, including complaints and requests for information.
7. Responds to inquiries from the public, including complaints and requests for information.

CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES

Title: Senior Environmental Specialist  
Job Code: 5642

~~Clean Air Specialty:~~

- ~~1. Manages and implements the Healthy Air and Smog Ordinance.~~
- ~~2. Functions as project manager for a number of projects including alternative fuels and transportation demand management.~~
- ~~3. Trains and supervises staff.~~
- ~~4. Plans and implements projects.~~
- ~~5. Represents City at public forums, including those at the federal, state, and local level.~~
- ~~6. Assists in efforts to secure grants for the Clean Air Program.~~
- ~~7. Performs regular research and critical analysis of all aspects of clean fuel vehicles and infrastructure.~~
- ~~8. Coordinates budget.~~
- ~~9. Researches and selects consultants; negotiates and finalizes Clean Air Program training; and negotiates contracts.~~
- ~~10. Performs duties as assigned.~~

~~Resource Efficient Building Specialty:~~

- ~~1. Manages and implements the Resource Efficient Building Ordinance.~~
- ~~2. Develops and conducts Resource Efficient Building Training Programs.~~
- ~~3. Tracks and coordinates Resource Efficient Building Pilot Projects.~~
- ~~4. Revises and improves Resource Efficient Building Ordinance.~~
- ~~5. Coordinates and leads Resource Efficient Building Task Force.~~
- ~~6. Attends local and regional Green Building Forums.~~
- ~~7. Provides Resource Efficient Building assistance to architects, engineers, and consultants.~~
- ~~8. Plans and implements Resource Efficient Building program goals and objectives.~~
- ~~9. Develops and coordinates program budget.~~
- ~~10. Performs duties as assigned.~~

**KNOWLEDGE, SKILLS, AND ABILITIES**

~~Clean Air Specialty:~~

~~Knowledge of: federal, state and local clear air environmental laws and regulations; environmental policies and programming; environmental trends; governmental structure; equity, inclusion, diversity, and justice concepts, alternative fuels and transportation management issues; governmental structure and operations; data accumulation and tracking techniques.~~

CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES

Title: Senior Environmental Specialist  
Job Code: 5642

Ability or Skill to: **develop, design, implement, manage, and evaluate complex projects and programs; use a personal computer proficiently use a computer, including word processing programs, spreadsheets, presentation software, databases, email distribution software, and online tools;** communicate effectively both orally and in written format; raise funds and write grants; conduct research and analysis, utilize word processing programs and spreadsheet software; **collect and analyze data; develop and maintain professional working relationships with internal and external entities** manage projects and staff.

Resource Efficient Building Specialty:

Knowledge of: federal, state and local REB laws and regulations; building and energy design, building materials specifications, indoor environmental quality design, water efficient design/storm water management, building site and orientation requirements.

Ability or Skill to: use a personal computer; communicate effectively both orally and in written format; raise funds and write grants; conduct research and analysis, utilize word processing programs and spreadsheet software; manage projects and staff.

### MINIMUM QUALIFICATIONS

*These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.*

Education:

Possession of a baccalaureate degree in ~~public administration, business administration, accounting, biology, environmental sciences, or a related field (within the specialty area)~~ from an accredited college or university; ~~AND~~

Experience:

Four (4) ~~Six (6)~~ years of professional experience in planning, coordinating, implementing, and evaluating qualifying programs or policies. Qualifying programs and policies include those in the field of environment, public health, community engagement, or a field related to the position for hire. performing duties similar to those described in this class, within the area of specialty.

License and Certification:

Substitution:

Additional experience as described above may substitute for the required degree on a year-for-year basis. Thirty (30) semester units or forty-five (45) quarter units equal one year.

Possession of a Master's degree in public administration, environmental science, environmental health, public policy, public health, or a related field may substitute for one (1) year of experience.

CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES

Title: Senior Environmental Specialist  
Job Code: 5642

Possession of a Ph.D. in public administration, environmental science, environmental health, public policy, public health, or a related field may substitute for two (2) years of experience.

SUPPLEMENTAL INFORMATION

---

PROMOTIVE LINES

---

ORIGINATION DATE: 7/25/2001  
AMENDED DATE: XX/XX/XX  
REASON FOR AMENDMENT: *To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.*  
BUSINESS UNIT(S): COMMN

CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES

Title: Principal Environmental Specialist  
Job Code: 5644

### DEFINITION

Under general direction, the Principal Environmental Specialist is responsible for ~~managing environmental programs and projects in distinct areas of specialty, such as Clean Air Programs, Energy Conservation Programs, Public Outreach and Education programs, Recycling Commercial and Residential Programs, and Toxics Reduction Programs.~~

Positions in this class are responsible for managing strategic planning and managing a program area and its subprograms; overseeing environmental programs and projects; analyzing, recommending, and amending federal, state and local environmental laws and policies; ~~by planning, coordinating, implementing and evaluating programs, projects and ordinances within the area of specialty;~~ directing a team and supervising staff; and managing program area's administrative and personnel processes ~~interpreting and applying policies, laws and regulations; developing and administering budget for program area; monitoring expenditures; seeking and coordinating fundraising opportunities and preparing grant proposals; managing grant disbursement processes; directing contract processes; making public presentations and conducting outreach; participating in determining the organizational structure, staff assignments, service levels and administrative systems; writing letters, memos, reports, publications and other documents; managing and directing positive community relations; and assisting in policy formulation and implementation.~~

### DISTINGUISHING FEATURES

Class 5644 Principal Environmental Specialist is distinguished from Class 5646 Senior Environmental Program Manager I, in that the latter manages multiple program areas and performs duties of a more difficult and complex nature. Class 5644 Principal Environmental Specialist is distinguished from Class 5642 Senior Environmental Specialist in that the latter is not responsible for the management of program areas and performs duties of a less difficult and complex nature.

### SUPERVISION EXERCISED

Supervises assigned staff within the ~~specialty~~ program area.

### EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

*According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.*

1. Manages environmental programs and/or projects by overseeing, planning ~~developing, coordinating, implementing~~ and evaluating environmental programs and/or projects ~~within the specialty area;~~ and developing and ensuring timely implementation of departmental goals, policies and strategic plans.
2. Supervises staff by planning, directing, and assigning work activities; promoting skills development and advancement through in-house training and effective use of employee training programs; and establishing and implementing a performance review system.

CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES

Title: Principal Environmental Specialist  
Job Code: 5644

3. **Analyzes,** ~~interprets and applies policies, laws and regulations related to environmental programs and/or projects within the specialty area;~~ ~~May be assigned to drafts~~ **and** ~~or~~ **reviews** local legislation on environmental matters.
4. Develops and administers budget for program area; monitors expenditures to ensure adherence to the approved budget; and assists in overseeing the department's financial long-term planning.
5. Seeks and coordinates fundraising opportunities and prepares grant proposals.
6. Manages grant making processes by developing Request for Proposals (RFP's) for distribution, selection of grant review committee members, oversight of RFP and grantee selection process.
7. **Negotiates and** ~~implements contracts~~ **and grants** ~~process~~ by approving payments to grantees according to agency memorandum of understanding; tracks expenditures against approved budget; and provide technical assistance to grantees.
8. ~~Makes public presentations and conducts outreach by developing working relationships and conducting presentations for~~ **Develops partnerships with** community groups, **nonprofit organizations,** commissions and other private and public agencies; **conducts education and training; researches and develops outreach campaigns and strategies; tracks and analyzes results and issues recommendation.**
9. Participates in determining the organizational structure, staff assignments, service levels and administrative systems required to accomplish the division and department's mission.
10. Writes letters, memos, reports, grants, publications and other documents to staff, the general public, community organizations, newspapers and administration in order to communicate information and data.
11. **Responds to inquiries from the public, media, public or private organizations, or community members, including complaints and requests for information;** ~~Manages~~ and directs positive community relations by developing partnerships with other entities, such as the media, private and non-profit organizations, and the community.
12. ~~Assists in policy formulation and implementation by drafting and/or reviewing legislation related to the environment.~~
13. ~~Performs other duties as assigned.~~

CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES

Title: Principal Environmental Specialist  
Job Code: 5644

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of: ~~survey techniques and methods; financial planning and budget techniques; target sectors as defined by industry and geographical areas; and environmental federal, state and local issues, laws and regulations applicable to environmental programs within the specialty area;~~ **environmental policies and programming; government structures; environmental trends within the program area; equity, inclusion, diversity, and justice concepts.** For example: Clean Air Specialty ~~knowledge of alternative fuels and transportation demand management issues; air pollution and its impact on the environment; indoor and outdoor air quality issues and local clean air infrastructure.~~ Energy Specialty ~~knowledge of energy efficiency policy and conservation; renewable energy; and energy use and its impact on the climate.~~ Public Outreach Specialty ~~knowledge of environmental education infrastructure, systems and protocols; media outlets and systems; behavior modification techniques; and public education methods and techniques.~~ Recycling Specialty ~~knowledge of waste prevention, reuse, recycling, and disposal infrastructure, systems and protocols; economics of waste reduction, reuse, recycling and disposal; recycling and remanufacturing principles.~~ Toxics Reduction Specialty ~~knowledge of waste prevention, reuse, recycling and disposal infrastructure, systems and protocols; economics of waste reduction, reuse, recycling and disposal; recycling and remanufacturing principles; and hazardous material management, disposal, recycling and toxic use reduction and chemical toxicology.~~

Ability or Skill to: manage complex environmental programs and/or projects, supervise **and develop** staff, plan, coordinate, implement and evaluate programs and/or projects, analyze and apply problem solving techniques, communicate clearly and effectively both verbally and in writing with a variety of individuals and organizations, develop and foster working relationships with a variety of individuals, ~~ability to use standard office hardware equipment and software applications~~ **proficiently use a computer, including word processing programs, spreadsheets, presentation software, databases, email distribution software, and internet research online tools;** manage in a team-based environment; write, review and evaluate grant proposals.

**MINIMUM QUALIFICATIONS**

*These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.*

CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES

Title: Principal Environmental Specialist  
Job Code: 5644

Education:

Possession of a baccalaureate degree from an accredited college or university, ~~and seven (7) years of professional experience managing and implementing environmental programs. Four (4) years of this experience must be in one of the following areas: clean air, energy, public outreach, recycling or toxics reduction;~~ OR

Possession of a baccalaureate degree in public administration, business administration, environmental science or a closely related field from an accredited college, and five (5) years of professional experience managing and implementing environmental programs. Four (4) years of this experience must be in one of the following areas: clean air, energy, public outreach, recycling or toxics reduction; OR

Possession of a juris doctor or a master's degree in public administration, business administration, environmental science or a closely related field from an accredited college or university, and three (3) years of professional experience managing and implementing environmental programs in one of the following areas: clean air, energy, public outreach, recycling or toxics reduction; OR

Possession of a Ph.D. degree in public administration, business administration, environmental sciences or a closely related field from an accredited college or university, and two (2) years of professional experience managing and implementing environmental programs in one of the following areas: clean air, energy, public outreach and recycling; AND

~~For Toxics Reduction Specialty: Positions designated to this specialty require three (3) years of experience managing and implementing pollution prevention and/or hazardous materials programs.~~

CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES

Title: Principal Environmental Specialist  
Job Code: 5644

Experience:

**Eight (8) years of professional experience leading, developing, and implementing environmental programs or policies.**

License and Certification:

Substitution:

**Additional experience as described above may substitute for the required degree on a year-for-year basis. Thirty (30) semester units or forty-five (45) quarter units equal one year.**

**Possession of a Master's degree in public administration, environmental science, environmental health, public policy, public health, or a related field may substitute for one (1) year of experience.**

**Possession of a Ph.D. in public administration, environmental science, environmental health, public policy, public health, or a related field may substitute for two (2) years of experience.**

**SUPPLEMENTAL INFORMATION**

---

**PROMOTIVE LINES**

---

**ORIGINATION DATE:** 3/25/02

**AMENDED DATE:** 9/6/02 (Retitle and Amend): **XX/XX/XX**

**REASON FOR AMENDMENT:** *To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.*

**BUSINESS UNIT(S):** COMMN