



## **SUSTAINABILITY ANALYST I/II**

Bargaining Unit: Professional Employee Group

### **DEFINITION**

Under general or direct supervision at the lower level and under direction at the higher level, incumbents perform varied professional technical, analytical, and administrative tasks in providing staff support to departments and divisions to; perform contract administration functions; compile and maintain records; conduct special studies, surveys, and research assignments in a variety of project, program, service, and/or operational procedures; and, to perform related work as required.

### **CLASS CHARACTERISTICS**

The Sustainability Analyst I is the entry-level class in the Sustainability Analyst series. Incumbents in this class provide varied professional clerical and technical support in the administration of solid waste, recycling, organics and related sustainability programs.

The Sustainability Analyst II is the journey-level class in the Sustainability Analyst series. Incumbents are expected to be fully competent in all major solid waste and recycling program functions and able to independently perform assignments.

Incumbents at both levels are required to have an in-depth and comprehensive knowledge of the policies and procedures necessary to achieve program results.

Positions in the Sustainability Analyst series are flexibly staffed. Incumbents may advance to the **higher level after** gaining the knowledge, skill, experience, licenses, and certifications which meet the qualifications for and demonstrating the ability to **perform the work of the higher-level class.**

### **EXAMPLES OF DUTIES (illustrative only)**

- Perform research, field investigations and statistical analyses related to integrated solid waste management including waste reduction, reuse, recycling, and composting; compile and analyze data; identify and evaluate discrepancies, and proactively find solutions; formulate recommendations and viable alternatives; prepare, deliver, and/or present a variety of oral and/or written reports.
- Assist in developing and conducting special projects, studies, surveys, and research assignments, policy, services, public education and outreach, data management, contract administration, for an office, department or division, as assigned.

- Designs and develops a variety of materials and activities to promote, implement, and evaluate assigned sustainability and environmental programs in a manner that will enhance public awareness, educate citizens to relevant environmental issues, and encourage proactive and cooperative problem-solving activities.
- Works with program staff on contract administration, program development, maintenance and continuous improvement.
- Provide sustainability related technical assistance to city departments, divisions, staff, the public, community organization and businesses.
- Analyze and initiate recommendations to develop, improve, and/or ensure legislation compliance for department or division programs, systems, procedures, and methods of operation.
- Organizes and participates in assigned program area activities, including contract management and compliance, customer service and outreach, data collection and analysis, and presentation of technical and specialized data.
- Assist in the implementation and maintenance of programs, services, systems, policies, processes, procedures, manuals, and forms for use in operation; provide personnel training on related areas.
- Assist in the development, coordination, and monitoring of the department or division budget; research and evaluate costs; provide budget tracking tasks as required.
- Participate in administering contracts with contractors, subcontractors and consultants, ensure documents and reports comply with City contract standards; monitor programs for compliance with applicable scopes of service, rules, regulations, laws, and policies.
- Represent the City and/or department in interdepartmental, community, civic and professional meetings, public forums, and conferences as required; make presentations as necessary.
- Builds and maintains positive working relationships with coworkers, other City employees, other organizations and their representatives, and the general public, exhibiting effective customer service and communication skills.
- Participates with other City departments, community service providers, consultants, other jurisdictions and agencies in sustainability and environmental program development and coordination efforts as well as legislative advocacy and education.
- Monitor and coordinate the daily operation of assigned functional area; perform detail-oriented work and maintain accurate records, systems, processes, and statistics; evaluate using appropriate metrics.
- Develops and maintains databases, contract compliance tracking records, and forms as needed.
- May conduct presentations related to City's sustainability and solid waste and recycling programs and services upon request.
- Perform other related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Knowledge Of:**

- Principles and industry practices of integrated solid waste management, source reduction and recycling, pollution prevention, resource conservation, clean water program management, general marketing and outreach practices related to sustainability and environmental programs.
- Municipal contract management and administration, program and services development, implementation, monitoring and service delivery.
- Applicable federal, state and local sustainability laws, with specific focus on solid waste and recycling laws.
- Principles and practices of leadership, motivation, supervision, team building and conflict resolution.
- Business math concepts.
- Proper English grammar, punctuation, and spelling.

### **Skills:**

- Proficiency with Microsoft Office applications, with intermediate to advanced level competency in Word, Excel and PowerPoint.
- Strong analytical and critical thinking skills.
- Strong communication, technical writing and report presentation skills.

### **Ability To:**

- Collaborate effectively with all levels of management and the public with diplomacy and tact and maintain effective working relationships with colleagues, customers, and the public.
- Interpret and apply policies, procedures and laws.
- Use independent judgement within established guidelines and exercise confidentiality where applicable.
- Organize tasks, meet deadlines, and prioritize competing demands.
- Analyze data and prepare technical reports, interpret and evaluate technical information, understand laws, regulations and codes, problem solve technical issues, adhere to various rules and regulations and explain and interpret technical data.
- Communicate clearly, concisely and tactfully in both verbally and in writing.

### **Education and Experience:**

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

*Sustainability Analyst I:*

Bachelor's degree in environmental studies, planning, project management, environmental engineering, public or business administration or a closely related field, from an accredited college or university and two (2) years of sustainability related experience. Experience working with regulatory agencies is highly desired.

*Sustainability Analyst II:*

Bachelor's degree in environmental studies, planning, project management, environmental engineering, public or business administration or a closely related field, from an accredited college or university and four (4) years of sustainability programs, services or policy related experience, which may include three years of progressively responsible professional level work in municipal recycling and solid waste management program administration. Experience working with regulatory agencies is highly desired.

**LICENSE**

Possess and maintain a valid Class C California Driver's License with a satisfactory driving record.

**WORKING CONDITIONS, ADA AND OTHER REQUIREMENTS**

The City of Union City is an equal opportunity employer. The City of Union City will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Positions in this class typically require typing, sitting, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Incumbents generally work in a typical office environment with adequate light and temperature.

*Travel: Positions in this class may require local and statewide travel as necessary.*