



**COUNTY OF SANTA CLARA
INVITES APPLICATIONS FOR THE POSITION OF:**

Parks Natural Resource Program Coordinator

An Equal Opportunity Employer

SALARY

\$36.71 - \$44.43 Hourly \$2,936.72 - \$3,554.48 Biweekly \$6,362.89 - \$7,701.37 Monthly
\$76,354.72 - \$92,416.48 Annually

ISSUE DATE: 02/05/21

FINAL FILING DATE: 03/22/21. If the Final Filing Date states "Continuous", the application filing period may close any time after ten business days from the issue date of this job announcement if sufficient qualified applications have been received. Therefore, it is important to submit your application as soon as possible.

THE POSITION

Under general direction, to plan, evaluate, implement and coordinate the goals and missions of the County Parks and Recreation Department's Natural Resource Management Program, which is designed to provide natural science information, natural resource program expertise, conservation and enhancement of the department's natural resources, such as wildlife, vegetation, geology, aquatic ecosystems and other sensitive ecosystems.

TYPICAL TASKS

- Coordinates and implements natural resource management policies, procedures, plans, and activities;
- Develops, coordinates and implements joint natural resource management projects in accordance with established policies with entities, including but not limited to, academic institutions, County Park staff, volunteers and other related County and outside agencies;
- Coordinates and implements programs and activities that conserve and/or enhance the natural resources, wildlife, vegetation, geology, aquatic ecosystems and other sensitive ecosystems with park staff, volunteers, or other outside agencies and institutions;
- Recommends potential grant funding projects and assists with preparation of grant proposals; coordinates, implements and tracks projects funded by grants and grant funds related to natural resource management;
- Coordinates and implements project monitoring and surveys/inventory of natural resources, including but not limited to; vegetation, wildlife, sensitive and listed plants and wildlife, etc.
- Trains, leads, assigns and keeps apprised of work status of subordinate staff and other personnel engaged in implementing natural resource programs and/or monitoring and natural research techniques;
- Establishes, coordinates, and implements methods for monitoring impacts to park natural resources, changes in ecosystem process, effectiveness of department practices and projects, survey and inventory of natural resource and current resource management techniques; Recommends draft operation budget for Natural Resource Management Program within the functional assignment;
- Administers, coordinates and/or directs consultant work on biotic surveys for environmental assessments and implements natural resource restoration and/or enhancement projects;
- Coordinates, prepares or assists with the preparation of regulatory permit applications required for resource management programs, memorandum of understanding and other

- documents required for resource programs and coordinates and tracks the conditions of compliance;
- Establishes methods and monitors baseline conditions of natural resources for various parks and evaluates effectiveness of up-to-date practices in resource management techniques;
 - Serves as departmental liaison with natural resource management agencies and organizations and participates in public meetings regarding resource management issues;
 - Trains and leads staff in resource management techniques;
 - Plans, coordinates and implements mitigation, monitoring and vegetation management programs within assigned park region or functional assignment, including but not limited to; livestock grazing licenses, prescribed burning, integrated pest management programs, etc.
 - Reads, interprets and applies environmental regulations, guidelines and policies; understands plans, specifications and other contract documents related to natural resource management;
 - Provides natural resource technical input on one or more aspects of natural resource management;
 - May be assigned as a Disaster Service Worker, as required;
 - Performs other related duties as assigned.

EMPLOYMENT STANDARDS

Possession of a Bachelor's degree from an accredited college in Natural Resource Management, Environmental Resources, Biological Sciences, Environmental Studies or a closely related field.

-AND-

Two (2) years of professional experience in the planning and protection of natural resources, including conducting environmental research.

Special Requirements:

- Possession of a valid California driver's license upon appointment and the ability to qualify for and maintain a County Driver's Permit.
- Possession of a Standard First Aid and CPR certificate issued by the American Red Cross before completion of the probationary period.
- Obtain and maintain a Wildfire Red Card (32 hours of training and annual refresher training) before completion of the probationary period.

Knowledge of:

- Ecology of wildlife communities typical of Santa Clara County;
- Wildlife habitat impact assessment techniques including modeling methodologies;
- California Environmental Quality Act, National Environmental Protective Act and other environmental laws and regulations;
- Design and implementation of wildlife and vegetative monitoring programs;
- Principles and techniques of revegetation and restoration ecology;
- California plant species and communities, particularly those typical of or similar to those in Santa Clara County;
- Environmental regulation related to wetlands, lake and riparian environments, endangered and threatened species; non-point source pollution and erosion control and other environmental issues;
- Planning and practice of resource monitoring including collection techniques.

Ability to:

- Work independently as well as in a team environment in remote settings;
- Prepare resource management plans, policies, procedures and guidelines, conduct baseline biotic surveys and monitor resource conditions and design practical and successful revegetation projects;
- Prepare and maintain accurate records or resource monitoring and program data;

- Plan and implement mitigation, monitoring, and vegetative management programs including the use of prescribed burning, grazing, mowing, herbicides and manual controls;
- Interpret and apply environmental regulations, guidelines, and policies;
- Read, interpret and understand plans, specifications and other contract documents related to resource management;
- Train other staff members on resource management, monitoring and research techniques;
- Communicate clearly and effectively both orally and in writing in order to prepare and deliver presentations and establish and maintain cooperative relationships with the public and other agencies.

PHYSICAL REQUIREMENTS

- Must be able to occasionally lift, carry, push and pull supplies weighing up to sixty (60) pound;
- Must be able to stand, walk in remote areas, or sit for extending periods of time;
- Must be able to stoop, bend, reach, grasp and manipulate small objects with hands.
- Willingness to work weekends, holidays, or other irregular hours.
- Willingness to wear and maintain a departmental prescribed uniform.

VETERANS PREFERENCE INFORMATION: Any veteran who has submitted a copy of their DD214 form, and received a discharge of other than dishonorable, from the armed forces showing service in any branch of the United States military will be given a preferential credit of five percent (ten percent for those identified as disabled veterans), after attaining a passing examination score for a numerically scored examination, as applicable by Memorandum of Understanding.

THE EXAMINATION PROCESS: The examination process may include one or more of the following: application review, application appraisal, preliminary competitive rating, performance test, written test, and/or oral interview examination.

This recruitment may require completion of Supplemental Questions in order to evaluate your education, training and experience relative to the required knowledge and abilities for the position you are applying for.

Your responses to the questions may also be reviewed and scored in a Competitive Rating evaluation process based on pre-determined rating criteria. Your answers should be as complete as possible, as no additional information will be accepted from applicants once the Competitive Rating evaluation has begun.

*New Hires shall be subject to a pre-employment criminal background check.

DISASTER SERVICE WORKERS: Under California law, all County employees are designated as Disaster Service Workers (DSW). In the event of a catastrophic event, County employees may be expected to fulfill emergency action assignments. As DSW's, they may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.

INFORMATION ON PERS CONTRIBUTION: For new members, salaries above a limitation imposed by federal law (that limit per IRS is \$126,291 for 2020): (1) neither the County nor the employee makes contributions to PERS on the portion of salary that exceeds the limit, and (2) the portion of the salary that exceeds the limit is not used by PERS to calculate the retirement benefit. If you were a member prior to January 1, 2013, the limit is \$285,000 for 2020.

APPLICATIONS MAY BE OBTAINED AND
FILED ONLINE AT:
<http://www.sccjobs.org/>

EXAM #20-T91-A
PARKS NATURAL RESOURCE PROGRAM

Parks Natural Resource Program Coordinator Supplemental Questionnaire

- * 1. Please answer the following questions. Completion of the following supplemental questions is **REQUIRED** and is an integral part of the evaluation process. Initially, it will be used to determine minimum qualifications. For those applicants meeting the employment standards, this information will be critical in the subsequent competitive assessment to identify those candidates to be invited to continue in the examination process. Your responses to the questions may also be reviewed and scored in a Competitive Rating evaluation process based on pre-determined rating criteria. Your answers should be as complete as possible, as no additional information will be accepted from applicants once the Competitive Rating evaluation has begun. A response of "**see resume**" or "**see application**" will deem your application incomplete. **Include a detailed description of your work experience in the following format for EACH employer referenced, in each answer:**
- a) **Employer name(s)**
 - b) **Job title(s)**
 - c) **Start/end dates of employment**
 - d) **Total hours worked per week**
 - e) **Description of task(s) performed**
- Do you understand the requirement to provide complete answers in order to determine relevant experience for each area in question?]**
- Yes No
- * 2. What is the highest level of education you have completed?
- High School or GED equivalent
 - College (1 to 29 semester units / 1 to 44 quarter units)
 - College (30 to 59 semester units / 45 to 89 quarter units)
 - College (60 to 89 semester units / 90 to 134 quarter units)
 - College (90 to 119 semester units / 135 to 179 quarter units)
 - College (120 or more semester units / 180 or more quarter units)
 - Associate's Degree
 - Bachelor's Degree
 - Master's Degree
 - Doctoral Degree
- * 3. Do you possess a Bachelor's degree from an accredited college in any of the following fields?
- Natural Resource Management
 - Environmental Resources
 - Biological Sciences
 - Environmental Studies
 - Other closely related field
 - None
- * 4. If you selected "other closely related field" in the previous question, please indicate the field of study. Otherwise, indicate "N/A."
- * 5. Do you possess a Master's degree from an accredited college in any of the following fields?

- Natural Resource Management
- Environmental Resources
- Biological Sciences
- Environmental Studies
- Other closely related field
- None

- * 6. If you selected "other closely related field" in the previous question, please indicate the field of study. Otherwise, indicate "N/A."

- * 7. How many years of professional experience do you possess in the planning, restoration, and protection of natural resources, including conducting environmental research, project implementation, and monitoring post-project resource conditions?
 - No experience
 - Less than one year
 - One to less than two years
 - Two to less than three years
 - Three to less than four years
 - Four to less than five years
 - Five years or more

- * 8. Describe your professional experience in the planning, restoration, and protection of natural resources, including conducting environmental research, project implementation, and monitoring post-project resource conditions. Be detailed and specific and include employer name(s), job title(s), dates of employment, and hours worked per week. If no such experience, indicate "N/A."

- * 9. How many years of experience do you possess managing habitats and ecosystems (i.e., rangeland management, prescribed fires, grassland or woodland improvement, etc.).
 - No experience
 - Less than one year
 - One to less than two years
 - Two to less than three years
 - Three to less than four years
 - Four years or more

- * 10. Describe your experience managing habitats and ecosystems (i.e., rangeland management, prescribed fire, grassland or woodland improvement) to meet natural resource management objectives. Provide details of how land management objectives were established and further explain if the management approach was successful. In your response, include employer name(s), job title(s), dates of employment, and hours worked per week. If no such experience, indicate "N/A."

- * 11. Describe your experience collaborating with others from outside your agency, department, or program area to implement a natural resource project. Identify your approach to overcoming challenges and achieving project objectives. In your response, include employer name(s), job title(s), dates of employment, and hours worked per week. If no such experience, indicate "N/A."

- * 12. Did you separate from the County through the 2020 Voluntary Separation Incentive Program (VSIP)?
 - Yes No

* Required Question