

YUOK TRIBE-JOB DESCRIPTION
Environmental Compliance and Grant Development Branch

Job Title:	Environmental Compliance and Grant Development Branch Manager	Job Grade	GS-12/13
Department	Fisheries – Design and Technical Services Program	Location	Remote Operations
Reports To:	Senior Civil Engineer / Program Manager	FLSA Status	Non-Exempt
ALL HIRING IS SUBJECT TO THE YUOK TRIBE’S HIRING PREFERENCE			
Salary Range	GS:12: \$38.42 to \$50.13; GS-13: \$45.24 to \$59.02		

POSITION SUMMARY:

Position is within the Yurok Tribe’s Natural Resources Division, Fisheries Department, Design and Technical Services Program (TSP) under the direct supervision of Senior Civil Engineer/Program Manager. This is a supervisory position that manages all contracts and business operations for the Yurok Tribe’s Fisheries Department - TSP. This position oversees environmental compliance and grant development for large-scale restoration projects across Northern California including projects located on the Trinity River, Sacramento River, Coastal Rivers, Mid-Klamath, and Upper-Klamath River, and the Klamath Dam Removal Project. The Environmental Compliance and Grant Development Branch Manager performs a broad range of work supporting the development of ecosystem, watershed, riverine, and natural resource projects. This is a term 2-year term position with opportunity for extension based on availability of funding.

DUTIES AND RESPONSIBILITIES:

Environmental Compliance

1. Conduct and oversee completion of environmental analyses and development of associated documents to ensure compliance with federal, state, and local regulatory requirements for ecosystem restoration projects related to the following:
 - a. National Environmental Policy Act (NEPA) Analysis/Documents
 - b. California Environmental Policy Act (CEQA) Analysis/Documents
 - c. Federal and California Endangered Species Act Analysis (ESA and CESA)/Documents
 - d. Local (City, County) environmental permits
2. Perform and oversee staff conducting protocol-level technical surveys, inspections, or monitoring efforts and complete or oversee completion of associated reporting pursuant to conditions of environmental approvals.
3. Develop and oversee development of maps, figures, graphs, and data for use in environmental planning documents.
4. Conduct and facilitate meetings with federal, state, and local permitting agencies.
5. Develop and oversee creation of reports and related documents for environmental compliance and planning.
6. Initiate and oversee the planning, development, and evaluation of project alternatives for ecosystem restoration planning.
7. Coordinate with other branches within the Design and Technical Services Program of the Yurok Tribe Fisheries Department.

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8. May be assigned other duties as necessary to meet the needs of the organization.

Grant Development

1. Initiate and oversee the development of grant proposals in response to project needs and available federal, state, and local funding opportunities.
 - a. Navigate complexities associated with online grant programs specific to numerous funding sources.
 - b. Assess restoration project goals for consistency with funding opportunities.
 - c. Establish appropriate timelines for grant development including application preparation, obtaining relevant approvals to submit applications, and meeting application deadlines.

SUPERVISORY RESPONSIBILITIES:

This is primarily a supervisory position responsible all environmental compliance and grant development staff within the Fisheries Department – Design and Technical Services Program. Oversees and manages workload and operations of large professional multi-disciplinary staff. Provides daily oversight, training, and record keeping.

MINIMUM QUALIFICATIONS

1. Demonstrate significant working knowledge of NEPA, CEQA, ESA, CESA, FEMA, federal, state, and local (City, County) regulatory permitting and compliance processes and requirements.
2. Advanced skills in environmental Quality Assurance and Quality Control (QA/QC).
3. Ability to work with multi-disciplinary and technical teams during all phases of project development.
4. Ability to collect field data, and perform protocol-level surveys, monitoring, or inspections to support project development or to ensure compliance with regulatory requirements.
5. Ability to apply scientific methods and principles in the identification, research, and solution of problems in the areas of environmental planning, environmental monitoring, water quality, toxic and hazardous materials management, point and nonpoint source pollution, special-status species' habitat protection and restoration, wetland restoration, riparian habitat, land and water use, streambed alterations, and watershed evaluation.
6. Ability to analyze and evaluate available data utilizing specialized software and natural resources databases on the effects of air and water pollutants, waste management, water diversions, and water use on human health, vegetation, fish, wildlife, water supplies, potential land uses, and other aspects of the environment.
7. Ability to prepare initial and review existing environmental compliance documents to determine the effects of proposed activities on all areas of the environment.
8. Ability to work with multi-disciplinary and technical teams to assess environmental impacts to develop effective and feasible recommendations regarding the most appropriate best management practices or mitigation measures for impacts associated with project activities on fish, wildlife, vegetation, water quality, and watershed health.
9. Ability to prepare comprehensive permitting packages, regulatory permits, and other environmental documents to support compliance with NEPA, CEQA, ESA, CESA, and other federal, state, and local

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requirements.

10. Ability to identify, research and develop innovative solutions to address emerging problems to circumvent project delays.
11. Ability to review existing environmental practices and consult with regulatory agencies to resolve conflicts between existing environmental practices and project activities.
12. Possess communication skills to effectively conduct public outreach and meet with individuals and groups to obtain compliance with laws and regulations concerning public outreach and notification requirements.
13. Ability to analyze legislation, regulations, plans, policies, procedures, alternative technologies, , practices, criteria, and guidelines and appropriately apply that analysis to facilitate ecosystem restoration projects.
14. Ability to assertively seek appropriate Requests for Proposals, Notices of Funding Opportunity or other grant announcements, assess them as potential funding sources for projects in need of funding, and create corresponding grant development strategies and timelines.
15. Ability to oversee and manage Environmental Compliance and Grant Development (ECGD) Branch staff's efforts related to preparation of environmental compliance documents and grant proposals as detailed above. Must possess leadership skills to manage and direct employee workloads, and recognize team members' education, and experience levels to produce quality work products, reach project goals, meet grant proposal deadlines, and fulfill regulatory requirements effectively and consistently. Must be able to coordinate ECGD Branch activities effectively with other branches of the Design and Technical Services Program of the Yurok Tribe Fisheries Department.
16. Hold a valid California Driver's License with a clean driving record.

EDUCATION AND EXPERIENCE:

GS-12:

- Bachelor of Science degree in Natural Resource field of study in one of the following areas: Ecology, Environmental Science, Fisheries Biology, or other equivalent science degree.
- Minimum of 7 years developing environmental compliance documents and associated regulatory permits.
- Minimum of 7 years of demonstrated experience with progressively increasing responsibility in the field of natural resources/environmental planning, or fisheries restoration.
- Minimum of 5 years developing grant proposals and performing grant management.

GS-13:

- Master of Science or other advanced degree in Natural Resource field of study in one of the following areas: Ecology, Environmental Science, Fisheries Biology, or other equivalent degree.
- Minimum of 10 years developing environmental compliance documents and associated regulatory permits.
- Minimum of 10 years of demonstrated experience with progressively increasing responsibility in the field of natural resources/environmental planning, or fisheries restoration.
- Minimum of 8 years developing grant proposals and performing grant management.

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CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe’s Drug and Alcohol-Free Workplace Policy including pre-employment screening.
2. All applicants will acknowledge and abide by all Yurok Tribe personnel and other policies and procedures.
3. All applicants may be subject to the tribe’s comprehensive background check policy
4. **LANGUAGE SKILLS:** Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
5. **REASONING ABILITY:** Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.
6. **PHYSICAL DEMANDS:** While performing the duties of this job, the employee is frequently required to walk, stand, and use hands to finger, handle, or feel. The employee may be required to have the ability to lift 25 to 50 pounds, stamina and sufficient physical ability and dexterity to accomplish fieldwork that includes strenuous exertion, inclement weather and long hours in the field. However, there may be exceptions for certain positions.
 - a. **Additional Requirements:** Certain tasks will require successful completion of a physical stamina test.
7. **VISION REQUIREMENTS:**
 - Close vision (clear vision at 20 inches or less).
 - Color vision (ability to identify and distinguish colors).
 - Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
 - Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

I, _____ (print name), acknowledge receiving a copy of this job description. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok policies and procedures—personnel, vehicle usage, procurement, etc. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination.

Employee Signature

Date

Employee #

Supervisor Signature

Date