

**COUNTY OF CONTRA COSTA**  
Department of Human Resources



invites applications for the position of:

**Watershed Management Planning Specialist**

Bargaining Unit: Local 21 - Non-Supervisory Management

*An Equal Opportunity Employer*

**SALARY:** \$36.42 - \$44.27 Hourly  
\$2,913.71 - \$3,541.63 Biweekly  
\$6,313.04 - \$7,673.53 Monthly  
\$75,756.48 - \$92,082.36 Annually

**DEPARTMENT:** Public Works

**OPENING DATE:** 02/03/21

**CLOSING DATE:** 02/16/21 11:59 PM

**THE POSITION:**



Contra Costa County  
**Public Works**  
Department

The Contra Costa County Public Works Department (CCCPWD) is seeking to hire up to four Watershed Management Planning Specialists (WMPS). CCCPWD maintains over 660 miles of roads, 150 miles of streams, channels and other drainage and over 200 County buildings throughout Contra Costa County. CCCPWD provides a wide range of services such as Parks and Recreation, Stormwater Permit Administration, Real Estate, Environmental Permit Review and Flood Control throughout unincorporated areas of Contra Costa County.

The current WMPS vacant positions are located in the Watershed Program and Clean Water Division of the CCCPWD and report to the Senior WMPS. WMPS assist with implementation of the regional storm water permit throughout the County. The focus of the permit work is to prevent pollutants such as litter, micro plastics, oil, pesticides, legacy pollutants, and bacteria from entering nearby waterbodies. WMPS work within and outside the County to collaborate with different agencies to come up with innovative pollution prevention solutions. WMPS provide project management of water quality monitoring, public outreach with citizens and businesses, environmental inspections, meeting facilitation and training of municipal staff, and Green Infrastructure project development.

**We are looking for someone who is:**

- detail-oriented, with an understanding of the overall goal;
- able to display strong oral and written communication skills;
- sensitive and aware of political, citizen concerns and issues;

- customer-service oriented;
- a fast learner;
- and able to organize, plan, and prioritize tasks/work effectively.

**What you will typically be responsible for:**

- Reviewing, understanding technical regulations and reports, and communicating issues/opinions to colleagues/supervisor
- Gathering and compiling information for an annual report
- Facilitating meetings and training of various stakeholders, as appropriate
- Completing stormwater inspections
- Communicating with citizens, businesses, municipal staff to direct or coordinate services
- Researching and understanding water quality problems and working with stakeholders to find creative solutions
- Compiling and organizing data and presenting it to others
- Managing projects and consultant contracts

**Here are a few reasons why you might love this job:**

- Variability in tasks
- Occasionally, you will have opportunities to go in the field
- The Public Works Department has dedicated employees and values a work-life balance
- You can make a difference in Contra Costa and the Bay Area
- There are many opportunities to learn, grow, and be challenged

**Here are a few challenges you might face in this job:**

- You will have to be able to negotiate and understand many points of view
- You may have to make decisions using and balancing the appropriate regulations, as well as keeping in mind goals and on-the-ground knowledge
- You will be required to keep up to date with latest information as appropriate
- You will be required to have an understanding and keep apprised of the technical details as appropriate
- You will work in a fast-paced environment with many deadlines and a lot of information

**Competencies Required:**

- **Critical Thinking:** Analytically and logically evaluating information, propositions, and claims
- **Delivering Results:** Meeting organizational goals and customer expectations and making decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks
- **Industry Monitoring:** Grasping the external political, economic, competitive, and social factors affecting the industry
- **Using Technology:** Working with electronic hardware and software applications
- **Displaying Ownership and Accountability:** Holding self and others accountable for measurable high-quality, timely, and cost-effective results
- **Informing:** Proactively obtaining and sharing information
- **Oral Communication:** Engaging effectively in dialogue
- **Building & Maintaining Relationships:** Establishing rapport and maintaining mutually productive relationships
- **Group Facilitation:** Enabling constructive and productive group interaction
- **Political & Organizational Savvy:** Working skillfully with politics, procedures, and protocols across organizational levels and boundaries
- **Project Management:** Ensuring that projects are on-time, on-budget, and achieve their objectives
- **Innovative Problem Solving:** Identifying and analyzing problems in order to propose new ways to do business

The eligible list established from this recruitment process will be valid for 6 months. To review the full classification specification for this class, please visit: [Watershed Management Planning Specialist](#)

## TYPICAL TASKS:

## MINIMUM QUALIFICATIONS:

**License Required:** Possession of a valid California Motor Vehicle Operator's License. Out of State valid motor vehicle operator's license will be accepted during the application process.

**Education:** Possession of a Bachelor's degree from an accredited college or university **with a major in urban or regional planning, engineering, business, geography, chemistry, environmental science or a closely related field.**

**Experience:** Three (3) years of full-time or its equivalent professional experience in land use planning, environmental compliance, or other closely related activity.

**Substitution:** A Master's degree from an accredited college or university in urban or regional planning, engineering, business, geography, chemistry, environmental science, or a closely related field may be substituted for one (1) year of the required experience.

### Desirable Qualifications:

- Project management experience
- Experience in the stormwater field
- Stormwater certifications or coursework
- Experience doing facility inspections or coordinating information related to facility inspections
- Experience with green infrastructure projects
- Experience with Geographic Information Systems
- Experience designing or completing water quality monitoring studies

## SELECTION PROCESS:

**1. Application Filing and Evaluation:** Applicants will be required to complete a supplemental questionnaire at the time of application, applications will be evaluated to determine which candidates will move forward in the next phase of the recruitment process.

**2. Online Performance Assessment:** Candidates who possess the minimum qualifications will be invited to participate in an online video interview and writing assessment. The assessment will measure candidates' competencies as they relate to the Watershed Management Planning Specialist classification. These may include, but are not limited to: Critical Thinking, Delivering Results, Displaying Ownership and Accountability, Oral Communication, Political and Organizational Savvy, Project Management, and Innovating Problem Solving.

The Watershed Management Planning Specialist assessment is tentatively scheduled to take place via computer (remotely) on the first week of March, 2021.

The performance assessment will be administered remotely using a computer or mobile device such as a tablet. You will need access to a reliable internet connection to take the assessment, as well as computer or mobile device with a camera. It is not recommended to take the assessment using a cell phone due to the writing component.

The Human Resources Department may change the examination steps noted above in accordance with the Personnel Management Regulations and accepted selection practices.

## CONVICTION HISTORY

After you receive a conditional job offer, you will be fingerprinted, and your fingerprints will be sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). The resulting report of your conviction history (if any) will be used to determine whether the nature of your conviction conflicts with the specific duties and responsibilities of the job for which you have received a conditional job offer. If a conflict exists, you will be asked to present any evidence of rehabilitation that may mitigate the conflict, except when federal or state regulations bar employment in specific circumstances. Having a conviction history does not automatically preclude you from a job with Contra Costa County. If you accept a conditional job offer, the Human Resources department will contact you to schedule a fingerprinting appointment.

### DISASTER SERVICE WORKER

All Contra Costa County employees are designated Disaster Service Workers through state and local law. Employment with the County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

### EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of Contra Costa County to consider all applicants for employment without regard to race, color, religion, sex, national origin, ethnicity, age, disability, sexual orientation, gender, gender identify, gender expression, marital status, ancestry, medical condition, genetic information, military or veteran status, or other protected category under the law.

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Position #5ASD-2020A  
WATERSHED MANAGEMENT PLANNING SPECIALIST  
AA

[jobs@hrd.cccounty.us](mailto:jobs@hrd.cccounty.us)

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## Watershed Management Planning Specialist Supplemental Questionnaire

- \* 1. The purpose of the questionnaire is to provide applicants the opportunity to elaborate on their experience, education, and training for the Watershed Management Planning Specialist position and to assist the HR staff in assessing each applicant's qualifications. Your responses to the questionnaire will be used to better understand your relevant experience, education, and training to determine which applicants will be invited to participate in the next step of the recruitment process. Do not answer any of the questions by indicating "see attached application or see resume."
  - I understand.
- \* 2. Do you possess a valid driver's license?
  - Yes    No
- \* 3. What is the **highest** level of education you have completed?
  - Master of Arts or Sciences degree, or higher
  - Bachelor of Arts or Sciences degree
  - Associate of Arts or Sciences degree
  - High School Diploma, GED, or High School Proficiency Certificate
  - I do not possess a High School Diploma, GED, or High School Proficiency Certificate
- \* 4. Do you possess a Bachelor's degree from an accredited college or university **with a major in urban or regional planning, engineering, business, geography, chemistry, environmental science or a closely related field?**
  - Yes    No

5. If you indicated "Yes" to the previous question and your bachelor's degree major is not listed, what closely related field is your major in?
- \* 6. Do you possess a Master's degree from an accredited college or university in **urban or regional planning, engineering, business, geography, chemistry, environmental science, or a closely related field** ?  
 Yes    No
- \* 7. How many years of experience does you possess **in land use planning, environmental compliance, or other closely related activity**?  
 4 years or more, of experience as described.  
 3 or more, but less than 4 years, of experience as described.  
 2 or more, but less than 3 years, of experience as described.  
 1 or more, but less than 2 years, of experience as described.  
 Less than 1 year of experience as described.  
 I do not possess any experience as described.
- \* 8. Do you possess project management experience?  
 Yes    No
- \* 9. Do you possess experience in the stormwater field?  
 Yes    No
- \* 10. Do you possess any stormwater certifications?  
 Yes    No
- \* 11. Have you completed any stormwater-related coursework?  
 Yes    No
- \* 12. Do you possess experience doing facility inspections or coordinating information related to facility inspections?  
 Yes    No
- \* 13. Do you possess experience with green infrastructure projects?  
 Yes    No
- \* 14. Do you possess experience working with Geographic Information Systems?  
 Yes    No
- \* 15. Do you possess experience designing or completing water quality monitoring studies?  
 Yes    No
- \* 16. I am confirming that all statements made in this supplemental questionnaire and on the application are accurate and true; and I understand that misstatements or

omissions of material facts will result in being rejected from this recruitment process, or released from future employment with Contra Costa County.

Yes

\* Required Question