

**CLASS SPECIFICATION****10/09/2025 DIRECTOR OF ENVIRONMENTAL MANAGEMENT, 7321**

Summary of Duties: The Director of Environmental Management (Director), through subordinate supervisors, manages the formulation and implementation of plans, policies, programs and regulations to control environmental effects resulting from departmental operations, balancing growth and development with initiatives designed to reduce environmental impacts, as well as improving and preserving natural resources. This position is tasked with developing the department's environmental master plan and related activities to address challenges in areas such as air quality and climate change, water quality, habitat restoration/management, hazardous materials management and site remediation, historic resources assessment/preservation, technology advancement, and other related environmental concerns. Applies sound management techniques in building and maintaining an effective workforce; fulfills equal employment opportunity responsibilities; and does other related work.

Class Characteristics: The Director is distinguished from other environmental supervisors and managers in that this classification directs comprehensive programs related to all environmental functions and is tasked with communicating the strategies and long-term plans to stakeholders. The classification will be a manager with a background in environmental management sciences, with demonstrated strategic planning skills, strong communication and interpersonal skills, and proficiency in organizing and directing the services and functions of a department's division. The Director is informed of global environmental activities and various literature to aid in the careful consideration of incorporating environmental measures so that development is carried out in a responsible and sustainable manner, meeting federal, state, and local environmental regulations.

Examples of Duties:

- Plans, organizes, and directs environmental activities through subordinate managers, policies and practices that align with the department's strategic mission.
- Develops and maintains a long-range environmental master plan;
- Ensures compliance with federal, state, local environmental laws and policies;
- Addresses stakeholders at community meetings; environmental groups; regional, state and federal agencies; Commission meetings; and other meetings venues;
- Keeps abreast of current trends mitigating environmental concerns and risks;
- Participates in conferences related to trends in the environment management field;
- Represents the department at local, state, national, and/or international environmental work groups or symposiums;

- Manages divisional budget; and
- Exercises accepted management practices to fulfill workplace equity responsibilities.

REQUIREMENTS:

- 1) Three years with the City of Los Angeles at the level of Environmental Affairs Officer; **or**
- 2) A Bachelor of Science Degree with a major in environmental, ecological, biological science, or related fields with six years of professional experience as an environmental researcher of which three years must be serving as a supervisor over professional staff.

License: As a condition of employment, a valid Class C driver's license issued by the California Department of Motor Vehicles (DMV) is required. Applicants will be disqualified and candidates will not be eligible for hire if their DMV record within the last 36 months reflects three or more moving violations and/or at-fault accidents, or a conviction of a major moving violation such as DUI or DWI in any state or jurisdiction. Notice of disqualification or ineligibility for hire may be issued by the City of Los Angeles at any time before a final job offer is extended.

Appointment to this class is subject to a one-year probationary period under provisions of Section 1011 of the City Charter.

Physical Requirements: Physical Requirements

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Such accommodation will be evaluated on a case by case basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

As indicated in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.