

Compensation and Benefits

The City of Sonoma provides a competitive compensation and benefits package. The current salary range for this Service Employees International Unit (SEIU) position is \$85,624—\$104,076 per year. The City of Sonoma offers a variety of alternative work schedules including a 9/80.

The benefits package includes:

- Retirement: CalPERS Retirement System – Classic employees: 2% at 55 formula based on highest year compensation and sick leave conversion. Candidates hired on or after January 1, 2013, are subject to restrictions imposed by PEPRRA. The City does not participate in Social Security.
- Generous medical package for employee and family members.
- Dental and Vision Insurance: City pays 100% of the premium.
- AD&D and Long-Term Disability Insurance: City pays 100% of the premium.
- Life Insurance: \$25,000. City pays 100% of the premium.
- Vacation: accrues at the rate of 80 hours per year for the first three years and increases with years of service.
- Sick Leave: accrues at the rate of 8 hours per month
- Paid Holidays: 14 holidays per year

The Recruitment Process

To apply for this exciting career opportunity, please send your resume, cover letter and City of Sonoma employment application electronically to:

City of Sonoma – Attention: Cathy Lanning, Administrative Services Manager
clanning@sonomacity.org

Call Cathy Lanning at 707-933-2217 for more information.

Search Schedule

Application/Resume filing deadline..... 5:00pm, Friday, May 10, 2024

First interview date will be the week of May 20th

On the Cover:

In the middle of the Plaza, Sonoma's early 20th century City Hall is a *National Historic Landmark* and still serves as the community's focal point and boasts many community festivals. The adjacent scenic hills and agricultural valley provide a setting of unparalleled natural beauty.



City of Sonoma

No. 1 The Plaza
Sonoma CA 95476
707.938.3681 phone
707.938.8775 fax



City of Sonoma California



Environmental Compliance Analyst Public Works Department

Apply Immediately:
Final Filing Date: Friday, May 10, 2024

The City of Sonoma is seeking a highly qualified, dynamic, and enthusiastic candidate to fill its Environmental Compliance Analyst Position in the Public Works Department. The Public Works Department serves the needs of Sonoma's citizens by maintaining, operating, and improving the City's infrastructure, including transportation, water distribution, storm drainage, parks and trails, buildings, and cemeteries. Located just 45 minutes north of the Golden Gate Bridge, the City of Sonoma spans approximately 2.8 square miles in the



The Community

The City of Sonoma is a beautiful, environmentally friendly, and safe place, widely recognized as one of the most desirable cities in Northern California to live, visit, and do business. Sonoma is proud of its friendly and small town atmosphere with residents that are actively engaged in city policies, volunteerism in a plethora of non-profits, and numerous community events and activities on the City's historic Plaza in the center of town. The City of Sonoma offers its 10,989 residents and visitors numerous attractions including shopping in the historic Plaza, wine tasting, hiking, as well as a vibrant restaurant scene. The City's commitment to open space preservation is visible with protected scenic hills and preserves, plus the renowned agricultural fields of the Sonoma Valley which provide a setting of unparalleled natural beauty. In the middle of the plaza, Sonoma's early 20th century City Hall is a *National Historic Landmark* and still serves as the community's focal point, boasting many community events and drawing the community together year round.

The Organization

Incorporated in 1883 as a general law city, the City operates under a Council-Manager form of government with a five-member City Council. Sonoma boasts of an engaged citizen base and a culture of civility in public discourse. The City of Sonoma has a staff of 45 full-time and six part-time employees. These employees provide General Government (City Manager, City Clerk, Finance, Human Resources, and Risk Management), Building/Planning, Cemetery Services and Public Works (Administration, Streets, Parks, and Water.) The City contracts its police services with the Sonoma County Sheriff's Department and its fire services with Sonoma Valley Fire District – both of these relationships are active partners within the City's leadership team. Water is wholesale provided from the Sonoma County Water Agency (and City of Sonoma wells). Sanitary sewer collection and treatment is provided by the Sonoma Valley County Sanitation District. The Public Works Department has a staff of 21 full-time employees.

The Position

The Environmental Compliance Analyst reports to the Public Works Director/City Engineer and is responsible for overseeing administration of the City's storm water program and other environmental programs, as well as developing and maintaining geographic information systems (GIS), asset inventories, maps, and technical reports for the Public Works Department.

The Environmental Compliance Analyst's responsibilities include the following: represent the City to regulatory and partner agencies, represent the City as a participant in regional water quality improvement initiatives as well as flood control and multiple benefit surface water management programs, develop and disseminate educational materials to support environmental compliance goals, participate in public meetings and events, research and pursue grant funding for storm water projects and activities, review development and construction plans for compliance with storm water requirements, investigate storm water discharge complaints, perform field investigations, prepare notices of violation, and prepare and maintain records of investigations and corrective actions.

The Environmental Compliance Analyst's responsibilities also include the following: build and maintain asset inventories including inventories of City properties, utilities, equipment, engineering plans, subdivision records, annexation/reorganization records, public right-of-way dedication/vacation records, and City easements.

All public employees are determined to be disaster service workers under Section 3101 of Government Code. As a disaster service worker, this position is subject to such disaster service activities as may be assigned by superiors and subject to mandatory emergency call out.

The Ideal Candidate

The ideal candidate will have experience planning, organizing, coordinating, evaluating, and improving environmental compliance programs of comparable scope and complexity to the City of Sonoma's. In order to be successful, we are looking for candidates with these attributes:

Technical/ Analytical / Strategic Problem Solver

- Knowledge of pertinent federal, state, and local laws and regulations affecting surface water management, including the Clean Water Act, the Porter-Cologne Act, CA Fish and Game Code Sections 1600-1607, as well as relevant case law, court opinions, and court decisions related to drainage.
- Knowledge of the principles and practices of chemistry, hydrology, and geology. Knowledge of urban development processes and their hydraulic impacts, as well as basic mitigation strategies.
- Knowledge of common urban drainage structures and their functions, including catch basins, drop inlets, trash screens/separators, culverts, closed and open conduits, pumps, screens, and outfalls.
- Knowledge of the methods and techniques of inspection, investigation, and code enforcement; proper use of surface water monitoring, sampling, and testing equipment; and; principles and practices of record keeping and records management.
- Ability to operate and use modern office equipment including computers and applicable software, including GIS software and hardware tools.
- Ability to understand and interpret engineering plans, land survey records, and technical reports.

Customer Service / Commitment to Serve / Integrity

- Exhibits a passion for his/her profession and conveys a genuine pride for public service with a commitment to honesty and integrity.
- Approachable and strives to foster healthy relationships throughout the organization and community.
- Fosters an environment that ensures superior customer experiences, a high degree of responsiveness and innovative problem solving.
- Ability to embrace opportunities for change and implement improvements, while respecting the importance of history and tradition.

Communication / Collaboration / Teamwork

- Highly collaborative and proactively identifies opportunities to assist and collaborate with internal and external partners/customers.
- Exhibits a strong team orientation as Sonoma's Public Works Department team works closely together to address organizational as well as community challenges and opportunities.
- Exemplifies excellent communication (written and verbal) and interpersonal skills.
- Ability, and willingness, to work outside in different types of weather.
- Ability, and willingness, to safely inspect and/or collect samples from potentially hazardous locations including active construction sites and flowing waterways or storm drains.

Minimum Qualifications

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

EDUCATION:

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in environmental science, physical science, civil engineering, geospatial technology, or a related field.

EXPERIENCE:

Two years of responsible environmental compliance program or environmental permitting agency experience.

LICENSE AND CERTIFICATE:

Possession of, or ability to obtain, a valid California driver's license and possession of, or ability to obtain, a certificate as a Qualified SWPPP Practitioner (QSP) within the first twelve months of appointment.



The City of Sonoma is an equal opportunity employer. It is the policy of the City of Sonoma to preserve the right to equal employment opportunity for all persons, including those with physical, mental or sensory disabilities.

If you require special accommodation during the testing or interview process due to a legal disability, please supply the City with documentation on the need for accommodation, and the type(s), in a written request submitted at least five (5) days prior to the date of the examination or interview.

Veteran's Preference – View the City of Sonoma's Policy:

<https://www.sonomacity.org/documents/veterans-preference-policy/>

Candidates requesting veteran's preference will be required to provide a copy of U.S. Government Form DD 214 "Certificate of Release or Discharge from Active Duty" to Human Resources before the filing deadline for the position applied for.

Preference afforded via the application screening shall constitute the complete and total extent to which the City of Sonoma will afford veteran preference over other candidates.

The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained herein may be modified or revoked without notice.