

SUSTAINABILITY ANALYST

DEFINITION

Under direction, performs a variety of duties in support of the San Mateo County Office of Education's (Office) sustainability initiatives; supports schools and districts to maintain sustainable and climate resilient campuses, practices, and culture; provides technical assistance and coordination between community partners, available resources, and schools/districts; provides assistance to management in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing professional duties in support of environmental literacy and sustainability. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Collects, analyzes, and utilizes data to strengthen sustainability efforts and ensure compliance across schools in San Mateo County and the Office; monitors and evaluates waste management practices, and assists with strategic planning and assessment.
- Supports efforts to develop, implement, and provide training on county-wide protocols with district partners to promote sustainable operations, facilities, and programs; facilitates, plans, and hosts network meetings with community partners.
- Provides technical support to districts and schools in developing and implementing sustainability plans; promotes environmental education programs and resources from community partners.
- Assists in preparing and conducting training sessions and materials; connects schools with their waste haulers and other sustainability resources.
- Creates and modifies templates for schools to assess green initiatives; prepares and conducts waste trainings for school staff and works with cross-divisional teams to identify and implement best practices for sustainability.
- Communicates and collaborates with school sites and community partners to ensure efficient and effective use of support services; provides technical assistance for state mandates on waste compliance.
- Monitors and evaluates efforts to promote sustainability across schools in San Mateo County and the Office.
- Identifies and shares best practices in San Mateo County for creating sustainable campuses.
- Remains current on applicable laws, codes, regulations, policies, and procedures related to assigned activities.

- Observes and complies with all Office and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in environmental studies, social science, education, or a closely related field.

Experience:

- Two (2) years of increasingly responsible experience involving sustainability, environmental education, solid waste management, and/or resource conservation preferably in an educational setting.

Licenses and Certifications:

- Some positions may require possession of a valid California Driver's License and a satisfactory driving record to be maintained throughout employment.

Knowledge of:

- General principles and practices of environmental sustainability, zero waste, and resource conservation.
- Practices, procedures, and techniques involved in the planning and implementation of green facilities and operational efforts.
- Principles and practices of solid waste management, including recycling, source reduction, and diversion programs.
- Waste audits and methods to reduce and recycle solid waste.
- Collaboration and communication concepts and principles.
- Record keeping principles and procedures.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- Mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Office staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Provide technical support to school districts and sites to achieve green facility operational goals and greenhouse gas emission reduction.
- Review, monitor, and evaluate progress on goals and capture best practices.
- Review and analyze technical information and develop and present findings and recommendations.
- Analyze and synthesize information and prepare written reports and records in a clear and concise manner.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.

- Effectively represent the department and the Office in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and judgment within general policy and procedural guidelines.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.