

YAKIMA COUNTY, WASHINGTON
CLASS SPECIFICATION
CLASS TITLE: Natural Resource Specialist II

BAND: C	GRADE: 4	SUBGRADE: 2	CLASS CODE: J23-7842
DEPARTMENT: Natural Resources	ACCOUNTABLE TO: Varies	Job Family: Natural Resources	OVERTIME STATUS: Non-Exempt
JOB SUMMARY: The position is responsible for providing professional expertise and advice to County or community managers, directors and officials within a program area of specialization including: planning, developing, administering and implementing program applications; analyzing program data and information; providing solutions and recommendations based on analysis of federal, State and local laws, regulations and codes; and development of operational procedures and processes.			
DISTINGUISHING CHARACTERISTICS: The Natural Resource Specialist II is the second level class in a five level classification series. The Natural Resource Specialist II classification series is distinguished by responsibility for planning and administering program service(s) and related processes and procedures; developing, testing and implementing program applications; analyzing legislative action for program impact; and providing recommendations for program issues to County or community managers, directors and officials. The Natural Resource Specialist II classification is distinguished from the Natural Resource Specialist I classification by the Natural Resource Specialist II's greater focus on legislative analysis and/or service contract negotiation and management and lesser responsibility for management of the department projects and initiatives.			
DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample: (Position assignments may vary.)		BAND / GRADE
1.	Plans, develops, designs, administers and evaluates one or more program services in the area of specialization such as: community education and outreach, compliance and enforcement, capital improvement project development, or natural resources related projects. Help manage and complete complex management for projects related to natural resources including: Flood Control, Drainage Improvement, Endangered Species Act, and Clean Water Act.		C4
2.	Analyzes and evaluates service delivery including: establishing service delivery goals, priorities and strategies; researching applicable codes and regulations; compiling and synthesizing information; writing related statistical and/or narrative reports; and ensuring that the service population receives adequate and appropriate levels of service. Track and foster natural resource management plans adopted by the County, such as: watershed management, salmon recovery, Comprehensive Flood Hazard Management Plans, etc.		C4
3.	Analyzes new or existing laws, rules and regulations, or socio-economic trends to determine any impact on the program or service delivery. Develops proposals and plans to address emerging issues including: developing systems, protocols, policies and procedures to meet contractual and/or legal requirements; and making recommendations to the appropriate authority to ensure continuing legal compliance and service delivery standards. Manages natural resource, flooding, resource library and other information.		C4
4.	Develops operational processes and service delivery procedures including: designing, testing and implementing formal educational program applications, on site inspection plans, development proposal review, compliance evaluation criteria or complaint resolution processes.		C4
5.	Responds to sensitive inquiries and complaints; investigates the complaint matter; arranges for and coordinates third party involvement in complaint resolution. Evaluates and comment on development proposals, considering related County ordinances, state and federal law, emerging changes to laws.		C4
6.	Provides advice and consultation to various County and community managers, directors, officials and boards including: developing and maintaining working relationships with community, regional, State and national contacts; conferring with key officials; providing formal education or training in the technical aspects of the program; and speaking to organizations or groups to raise interest and awareness of the particular program. Address procedural and technical issues. Participate in regional external projects related to natural resources that affect the Public Services Department (including Flood Control Zone District) and County as a whole and where County input is needed.		C4
7.	Researches funding sources; writes proposals, determines needs and administers grants and/or funds raised. Prepares, negotiates and monitors contracts and budgets with local service providers and manages the service delivery system for the assigned area.		C4

CLASS TITLE: NATURAL RESOURCES SPECIALIST II

8.	Performs other duties as required.	
Knowledge: (Position requirements at entry):		
Knowledge of: Public education and involvement techniques How to integrate education and outreach activities into local school programs Terminology, laws, rules, codes and regulations governing area of assignment Some state and federal permits Basic river and creek restoration principles State and federal flood management programs and regulations Local and/or state endangered species management issues Some hydrologic principles Contract management principles and techniques Rules of grammar, spelling and punctuation used in professional report writing Research, analysis, investigation and evaluation methods and techniques Technical program development methods and techniques Operational methods, principles, issues and service standards of the area of assignment Customer service techniques and team building concepts Fish and wildlife biology		
Skills (Position requirements at entry):		
Skills in: Using computer and related Microsoft software applications and water specialty software Coordinating work unit activities and handling multiple tasks Developing and implementing long and short range programs Preparing and monitoring grants Writing analytical and statistical reports Giving presentations, public speaking, and facilitating meetings Understanding and complying with laws, codes, ordinances, and regulations Researching, gathering and analyzing legislation and legislative impact Establishing and maintaining effective interpersonal relationships with County and other officials, at all organizational levels and with the public Communications, oral and written, sufficient to exchange or convey information and to receive work direction Interviewing and counseling clients and applying customer service techniques		
Training and Experience (position requirements at entry): Bachelor's Degree in Hydrology, Natural Resources, Biology, Civil Engineering or related field and two years of experience with emphasis in the areas of hydraulics and hydrology or an equivalent combination of education and experience which provides the knowledge, skills and abilities sufficient to successfully perform the essential duties of the job. A Masters' Degree may substitute for one year of experience.		
Licensing Requirements: <ul style="list-style-type: none">• Valid WA State Driver's license upon appointment.• May require ASFPM Floodplain Manager certification• Successful completion of a general employment verification		
Working Conditions: Position may have the potential exposure to the following: Environment: travel, field work, exposure to hostile/angry individuals, work outside of standard business hours and multiple work locations; Physical Demands: Handling, Reaching, Sitting, Standing, Walking, Fingering, Balancing, Reclining, Hearing, Talking, Visual Activity. Depending upon assignment, incumbents may be subject to travel, exposure to hazardous materials, atmospheric conditions, intense noise, extreme temperatures and/or exposure to potentially hostile individuals. Intellectual Demands: ability to multitask, confidentiality, ability to work under pressure, ability to articulate and communicate in conversations, ability to follow written and verbal instruction. Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time.		
Classification History: New: 07/2019 Revised: 01/2023		