

Code: 2075
Health and Welfare Service
Health and Welfare Service Inspectional Group
Energy and Environmental Protection Series

CLASS TITLE: **Environmental Policy Analyst**

CHARACTERISTICS OF THE CLASS: Under general supervision, the class researches environmental issues and develops related educational policy programs; and performs related duties as required.

ESSENTIAL DUTIES: Plans and conducts studies on issues affecting the environment; functions as a liaison to various environmental groups and organizations to monitor and keep abreast of pending environmental issues and concerns; analyzes environmental legislation and their potential impact on the city and prepares reports summarizing findings and recommending the City's position; develops strategies to promote natural resource programs; works with local municipal agencies to coordinate environmental programs and resources; coordinates and gives presentations on horticultural topics to community organizations; reviews and evaluates landscape and horticultural programs and proposes changes to ensure maximum benefit to the environment; prepares informational brochures and pamphlets on environmental issues for distribution to the public; and responds to requests for departmental services and information on programs and events.

MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from an accredited college or university with a Bachelor's degree in Environmental Science, Public Administration or a directly related field supplemented by one year of professional experience in the areas of environmental regulation, law or policy, or an equivalent combination of training and experience, provided that the minimum degree requirement is met.

Knowledge, Abilities and Skill. Good knowledge of current environmental issues, policies, laws and programs. Good knowledge of federal and state legislation and their impacts on the City. Good knowledge of environmental research methods, analysis and techniques.

Ability to monitor environmental legislation. Ability to develop environmental policies and programs. Ability to design and conduct studies on environmental issues.

Skill in analyzing environmental programs and policies. Good oral and written communication skills. Good research skills. Good human relations skills.

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CLASS TITLE: **Environmental Policy Analyst (Cont'd)**

Working Conditions. May be exposed to sites with environmental

contamination.

Equipment. Standard landscape tools and equipment including chainsaws and pruners. Standard office equipment including personal computers.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

May, 2002
City of Chicago
Department of Personnel