

Draft Classification Standards – Rev. 3/29/2024
Sustainability Professional Series

Class Title	Class Code	Issue Date	FLSA
<i>Sustainability Professional I</i>	XXXX	XXXX	<i>Non-Exempt</i>
<i>Sustainability Professional II</i>	XXXX	XXXX	<i>Exempt*</i>
<i>Sustainability Professional III</i>	XXXX	XXXX	<i>Exempt*</i>
<i>Sustainability Professional IV</i>	XXXX	XXXX	<i>Exempt*</i>

OVERVIEW:

Positions classified within the Sustainability Professional series are responsible for developing, implementing, researching, and coordinating sustainability practices and programs across the university. Sustainability programs include, but are not limited to, energy efficiency, water conservation projects, bike and pedestrian circulation, recycling and zero waste initiatives, and collaborative sustainability focused academic projects. Positions will coordinate with stakeholders across the university, vendors, professional consultants, contractors, and the Chancellor's Office to promote environmental stewardship and social responsibility on campus.

Positions are assigned to classifications within the series based on the scope and complexity of sustainability activities; degree of independence and judgement; experience, knowledge, skill, and ability required; degree of planning, analysis, and execution required by the position; impact and risk to the university; and nature of supervision received.

Positions perform tasks that may include, but are not limited to, developing, researching, and implementing sustainability initiatives across the university, and within campuses, divisions, or departments. Higher levels within the series build upon and include the knowledge and skill requirements and work assignments of lower levels.

Sustainability Professional I – Entry-level professional who applies basic professional concepts to resolve problems of limited technical scope and complexity. Normally operates under detailed guidelines and work is often reviewed for accuracy. Assignments are routine in nature and involve performing various duties related to sustainability. Follows standard practices and procedures. Conducts analysis of alternative options utilizing data or information from which answers can be readily obtained. Routinely engages various stakeholders to gather and provide information.

Sustainability Professional II – Professional who applies acquired job skills, policies, and procedures to complete significant assignments, projects, and tasks of moderate technical scope and complexity. Draws from prior experience and knowledge of sustainability principles and concepts to exercise judgment while developing and implementing sustainability strategies and initiatives. Ensures compliance with regulations, guidelines, and operating procedures to determine appropriate action. Provides input for new programs and procedures. Works with stakeholders to ensure proper implementation of programs and initiatives by providing significant explanation or interpretation.

* This classification as outlined in this document meets the duties test of the Administrative Exemption. An employee's actual exemption status may differ based on salary rate and actual duties performed.

Sustainability Professional III – Professional who applies advanced job skills; detailed knowledge of sustainability regulations, policies, and procedures; project management skills; and organizational and stakeholder acumen to complete substantive assignments and projects of significant technical scope and complexity. Exercises advanced discernment and in-depth knowledge of sustainability best practices to determine appropriate action. May require the development of new approaches, techniques, and innovation to address issues. Works with stakeholders to ensure proper implementation of programs by utilizing persuasion.

Sustainability Professional IV – Technical leader with expert knowledge in sustainability principles and programs and recognized expertise in specific sustainability area. Problem-solving frequently requires analysis of unique issues or problems without precedent and/or structure and new approaches, methods, techniques, or innovation. Under the direction of management, responsible and accountable for development, implementation, and maintenance of programs. Formulates strategies, and administers policies, processes, and resources.

TYPICAL PROGRAMS, ACTIVITIES, AND CORE FUNCTIONS/DISCIPLINES (May include but are not limited to):

- *Sustainability Planning, Strategy, and Compliance* – Supports the development and implements the university's sustainability goals, objectives, and strategies. Conducts research and analysis to identify sustainability best practices and emerging trends in higher education. Collaborates with cross-functional teams to integrate sustainability principles into university policies, procedures, and practices. Ensures alignment and compliance with current and future federal, state, and city legislation and university policies and goals.
- *Project Management* – Management of sustainability projects from initiation to completion, compliance with timelines, budgets, and quality standards. Coordinates with internal departments, external partners, and stakeholders to appropriately utilize resources and deliver project goals. Monitors and evaluates project outcomes and recommends improvements for future initiatives.
- *Education and Outreach* – Develops and delivers educational programs, workshops, and training sessions to raise awareness and promote sustainable practices among students, faculty, and staff. Collaborates with academic departments to integrate sustainability concepts into curricula and research activities. Engages with campus community partners to foster a culture of sustainability through events, campaigns, and initiatives.
- *Data Collection and Analysis* – Collects, analyzes, and interprets sustainability-related data, including energy consumption, waste management, greenhouse gas emissions, and water usage. Reports data and reviews progress utilizing the sustainability tracking assessment and rating system. Prepares and delivers reports and presentations to communicate sustainability performance and progress to university leadership, stakeholders, and external organizations. Identifies opportunities for data-driven decision-making and ongoing improvement in sustainability practices.

- *Collaboration and Partnerships* – Fosters relationships with internal and external stakeholders, including government agencies, non-profit organizations, industry partners, and community groups. Participates in sustainability networks, conferences, and working groups to stay informed about industry trends and best practices. Collaborates with campus departments and student organizations to support sustainability-related initiatives and events. Works with the Foundation and other campus organizations on grant funding opportunities for energy, water, and emissions reduction projects.

SUSTAINABILITY PROFESSIONAL I

Under direct supervision, performs entry-level professional duties within the sustainability discipline. Assists more advanced sustainability specialists. Monitors compliance with operational programs. Performs less complex assignments following detailed and established procedures in support of professional program(s). Work is regularly reviewed for understanding of professional concepts and compliance with policies and procedures.

Work assignments typically include some or all of the following:

- Collects, analyzes, and audits sustainability data and reports results.
- Tracks and reports sustainability metrics.
- Promotes the achievement of sustainability strategies and goals by maintaining sustainability related dashboards which includes managing data sets.
- Monitors and ensures functionality of metering and other data collection tools.
- Provides analysis and material creation in support of educational programs, workshops, and campaigns on sustainability topics to engage the campus community. Delivers basic informational presentations to classrooms and other venues.
- Collaborates with student organizations and academic departments to integrate sustainability into curricula and campus activities.
- Stays current on emerging trends, best practices, and innovations in sustainability.

MINIMUM QUALIFICATIONS:

Knowledge and Skill:

- General knowledge of sustainability, environmental management, or a related field.
- Ability to work independently and as part of a team and build relationships with diverse stakeholders.
- Flexibility to adapt to changing priorities and deadlines.
- Analytical skills to complete research and summarize statistical information.
- Organizational skills to plan, organize, and prioritize work.
- Effective communication skills with the ability to present information in a clear and concise manner.
- Computer skills to appropriately use sustainability software, data management systems, other technology and relevant software packages as required.

Experience and Education:

Equivalent to a bachelor's degree in a related field. Relevant education and/or experience which demonstrates acquired and successfully applied knowledge and abilities shown above may be substituted for the required education on a year-for-year basis.

SUSTAINABILITY PROFESSIONAL II

Under general supervision, researches, develops, and implements sustainability plans and initiatives. Responsibilities cover most technical aspects of projects. Work is reviewed for soundness of technical judgment and compliance with defined policies and procedures. Applies professional level knowledge of sustainability practices, including detailed working knowledge in a specialty area. Collaborates with various stakeholders to develop and implement sustainability programs, initiatives, and educational campaigns. Works independently on most day-to-day assignments with general supervision on new assignments or projects to ensure accuracy and alignment with objectives. Handles multiple work priorities and may be accountable for work results.

In addition to duties performed by the Sustainability Professional I, the Sustainability Professional II typically performs the following duties:

- ◆ Contributes to the development and implementation of sustainability programs, policies, and strategies aligned with the university's sustainability goals.
- ◆ Conducts research and analysis on efficiency of current initiatives as well as to identify opportunities for improving sustainability practices across campus. Includes analyzing energy usage data, identifying energy-saving opportunities, and implementing energy-efficient practices.
- ◆ Collaborates with stakeholders, to develop and implement sustainability action plans and targets and discuss and trial energy reduction, waste reduction/recycling and other sustainability initiatives.
- ◆ Develops and delivers educational programs, workshops, presentations, and campaigns on sustainability topics to engage the campus community.
- ◆ Collaborates with student organizations and academic departments to integrate sustainability into curricula and campus activities.
- ◆ Analyzes and reports sustainability data, including energy consumption, waste diversion rates, greenhouse gas emissions, and other relevant metrics.
- ◆ Prepares sustainability reports for internal and external stakeholders.
- ◆ Performs work of a non-routine nature. Recommends improvements in processes, designs, procedures, and operating equipment.

MINIMUM QUALIFICATIONS:

In addition to Sustainability Professional I knowledge and skill requirements, work assignments typically require:

- ◆ Working skills and knowledge of sustainability principles, practices, and regulations.
- ◆ Experience in developing and delivering educational programs and workshops.
- ◆ Knowledge of sustainable building practices, energy management, waste reduction, and recycling.
- ◆ Strong project planning and organizational skills to plan, organize, and prioritize multiple projects.
- ◆ Strong analytical skills to complete research assignments of moderate complexity and develop detailed reports.
- ◆ Strong communication and interpersonal skills to work effectively in a diverse environment.

Experience and Education:

Equivalent to a bachelor's degree in a related field and two years of relevant experience. Additional experience which demonstrates acquired and successfully applied knowledge and abilities shown above may be substituted for the required education on a year-for-year basis. An advanced degree in a job-related field may be substituted for the required experience on a year-for-year basis. Professional certifications in sustainability may be required for some positions.

SUSTAINABILITY PROFESSIONAL III

Working independently under general supervision, performs advanced sustainability work by exercising oversight for establishing sustainability programs. Contributing to the development and implementation of strategic sustainability plans and initiatives. Demonstrates advanced discernment in selecting methods and techniques for obtaining solutions. Manages complex projects and contributes to the university's sustainability practices. In collaboration with management, assesses, formulates, and evaluates programs, policies, and procedures. Decision-making is based on sustainability best practices; relevant regulations; advanced experience; and university goals and policies. Work is performed with minimal oversight focused on ensuring alignment with overall objectives. Handles multiple work priorities and may provide lead work direction with accountability for results.

In addition to duties performed by the Sustainability Professional II, the Sustainability Professional III typically performs the following duties:

- ◆ In collaboration with management, develops and implements comprehensive sustainability strategies and plans to achieve broad sustainability goals.
- ◆ Identifies and prioritizes sustainability projects and initiatives based on environmental impact, feasibility, and stakeholder engagement.
- ◆ Oversees various sustainability initiatives including but not limited to waste reduction and recycling programs, water conservation initiatives, and sustainable building practices.
- ◆ Prepares comprehensive and highly technical sustainability reports and presentations for internal and external stakeholders.
- ◆ Ensures compliance with sustainability reporting requirements, certifications, and rating systems. Identifies trends, patterns, and opportunities for improvement based on data analysis.
- ◆ Identifies grant opportunities and assists in the development of grant proposals to support sustainability projects.
- ◆ Performs a broad spectrum of work. Develops new and recommends improvements to processes and procedures.
- ◆ May represent the university in sustainability-related conferences, workshops, and community events.
- ◆ Provides lead work direction, guidance, and mentorship to sustainability professionals, support staff, and student employees, to ensure the successful implementation of initiatives.

MINIMUM QUALIFICATIONS:

In addition to Sustainability Professional II knowledge and skill requirements, work assignments typically require:

- ◆ Advanced knowledge and understanding of sustainability principles, practices, and regulations.
- ◆ Demonstrates competence in independently applying advanced judgment to analyze and resolve difficult and complex problems and issues.
- ◆ Demonstrated experience in developing and implementing comprehensive sustainability strategies and programs.
- ◆ Advanced analytical and organizational skills to organize, prioritize and manage the successful implementation and completion of large and complex initiatives within time and budget constraints.
- ◆ Advanced public and internal relations skills to effectively collaborate with internal stakeholders and university leadership. Includes advanced communication skills to effectively present complex sustainability concepts to diverse audiences.
- ◆ Advanced skill in leading and mentoring others.

Experience and Education:

Equivalent to a bachelor's degree in a related field and four years of relevant experience. Additional experience which demonstrates acquired and successfully applied knowledge and abilities shown above may be substituted for the required education on a year-for-year basis. An advanced degree in a related field may be substituted for the required experience on a year-for-year basis. Professional certifications in sustainability may be required for some positions.

SUSTAINABILITY PROFESSIONAL IV

Working independently with minimal supervision, performs highly complex sustainability work and oversees strategic sustainability initiatives. Uses advanced functional expertise to drive sustainability efforts, promote environmental stewardship, and advance social responsibility across the university. Problems are highly complex and solutions may require the creation of new, unprecedented methodologies. Serves as technical expert and collaborates with management in the development and implementation of sustainability programs, policies, and processes. Decision-making is based on integration and interpretation of relevant regulations; organizational policy; professional best practices; and impact on programs. Functions with a high degree of autonomy. Work is performed without appreciable direction and often requires a high degree of persuasion and leadership.

In addition to duties performed by the Sustainability Professional III, the Sustainability Professional IV typically performs the following duties:

- ◆ Collaborates with senior leadership to integrate sustainability into institutional planning and decision-making processes.
- ◆ In collaboration with management, develops, leads, and implements comprehensive sustainability goals, strategies, initiatives, policies, and programs aligned with the university's objectives.
- ◆ Provides recommendations and plans for improvement based on deep and thorough knowledge of emerging trends, and innovations in sustainability.
- ◆ Oversees and ensures compliance with sustainability reporting requirements, certifications, and rating systems across the university.
- ◆ Represents the university in sustainability-related conferences, workshops, and community events.
- ◆ Provides lead work direction, guidance, and mentorship to sustainability professionals and key stakeholders on sustainability initiatives.

MINIMUM QUALIFICATIONS:

In addition to Sustainability Professional III knowledge and skill requirements, work assignments typically require:

- ◆ Expert knowledge and understanding of sustainability principles, practices, and regulations across a broad range of disciplines.
- ◆ Expert knowledge and skill in applying, interpreting, and communicating applicable regulations, standards, and organizational policies and developing and implementing sustainability goals, guidelines, and policies.
- ◆ Expert analytical and organizational skills to organize, prioritize and manage the successful implementation of large, highly complex, and strategic sustainability initiatives and programs.
- ◆ Advanced public and internal relations skills to effectively represent the university, collaborate, and persuade internal stakeholders and university leadership.

Experience and Education:

Equivalent to a bachelor's degree in a related field and five years of relevant experience. Additional experience which demonstrates acquired and successfully applied knowledge and abilities shown above may be substituted for the required education on a year-for-year basis. An advanced degree in a related field may be substituted for the required experience on a year-for-year basis. Professional certifications in sustainability may be required for some positions.

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