



## DUTY STATEMENT

### POSITION INFORMATION

Classification Title	Associate Governmental Program Analyst
Position Number	415-001-5393-008
CB Identifier	R01
Working Title	Policy Analyst
Division / Unit	Policy & Outreach / Policy & Legislation
<b>Incumbent Name</b>	<b>Vacant</b>
Working Location	Auburn, CA
Supervisor/Manager	Brittany L. Covich, Policy & Outreach Division Chief
Tenure	Permanent Full-time
Effective Date	TBD
Conflict of Interest Filing (Form 700) required for this position.	No

**All employees are expected to work cooperatively with others; maintain regular, consistent, and predictable attendance; and possess integrity, initiative, dependability, and good judgement.**

### GENERAL DESCRIPTION

Under direction of the Policy & Outreach Division Chief, the Associate Governmental Program Analyst (AGPA) serves as the Sierra Nevada Conservancy’s (SNC or Department) Policy Analyst, performing the more responsible and complex assignments. These include public policy strategy assessment and development, legislative analysis, support for legislative engagement, evaluation of state initiatives and programs, event coordination, special project management, and public policy communications and outreach support related to the Sierra Nevada-Cascade Region and its natural resources. The position requires approximately 20% travel, external partner and in-the-field engagement throughout the Sierra Nevada-Cascade Region and Sacramento.

### JOB FUNCTIONS

(E=Essential / M=Marginal Functions)

#### **45% (E) – Policy Strategy Analysis and Development**

Identifies and analyzes policies that address issues and funding in the areas of climate, forest, fire, watershed health, community sustainability, rural economics, working landscapes, tourism, and recreation.

- Identifies, tracks, researches, analyses, and summarizes state and federal natural resource policies, statewide priorities and initiatives, and legislation and recommends a position to the Division Chief and Executive Team.
- Develops and implements viable policy strategies with associated educational materials to obtain political support and to ensure SNC’s effectiveness.
- Supports the Division Chiefs’ and Executive Team’s engagement on policy and legislation with policymakers and regional partners. Keeps them apprised of state



policy and program workshops, legislative committee hearings, amendments to legislation, and policymaker interests and priorities.

- Monitors legislative hearings and summarizes outcomes. Identifies policy engagement opportunities and approaches. Communicates potential impacts of policies and legislation to SNC staff, Governing Boardmembers, and regional partners, and works with regional staff and partners to identify alternative viable policy instruments.
- Reviews & analyzes new legislation for potential impact to the Department and prepares reports, memos, formal bill analyses, and other written and electronic media product on how new legislation may affect existing programs. Collaborates with appropriate program staff to form the analysis.
- Researches, analyzes, and engages on policy issues and opportunities as well as potential consequences, clarifies and prioritizes SNC's policy objectives relevant to the issue, and identifies potential conflicts and opportunities in terms of the Department's objectives and interests.
- Works with the Policy and Outreach Division Chief to identify alternative viable policy instruments and communicates their probable direct and indirect consequences.
- Develops and manages specialized projects in support of the Department's mission and the goals of the Policy & Outreach Division.
- Researches relevant laws, science, literature, news, information, and analyses related to the Sierra Nevada-Cascade Region.
- Attends policy meetings throughout the Region and in Sacramento.

### **35% (E) – Policymaker Outreach and Educational Events and Materials**

Participates in the development of strategy and content for the Department's policymaker outreach and educational efforts including but not limited to fact sheets, field tours, legislative briefings, and issue papers to be used for both internal and external communications.

- Serves as a project manager and logistical lead for field tours, events, policy briefings, and other related work with legislative and policymaker audiences.
- Develops outreach and education materials such as blog posts, briefing documents, project summaries, and talking points, for outreach and education purposes that align with the Department's mission and strategic plan and are appropriate for the specified target policymaker audience.
- Collaborates with the department's communications unit on content designed for a policymaker audience for the Department's web site, monthly blog, social and other media, the Annual Report, and other outreach tools, as needed.
- Travels to venues to make presentations, provide support, and conduct events.

### **15% (E) – Positive Working Relationships**

Establishes and maintains positive working relationships with government entities, interested organizations, legislative staff, and other stakeholders throughout the Region.

- Supports the coordination of SNC efforts with various governmental agencies and other partners on large projects.
- Supports collaboration with external stakeholders to understand, communicate, and engage on the implications of natural resources policy.



### **5% (M) – Miscellaneous Activities**

Responds to general calls and emails; attends and presents at staff and quarterly Governing Board meetings; maintains content of assigned webpages; complies with administrative reporting requirements (e.g., completion of timesheets, travel expense claims, training requests, individual development plans); participates in required trainings.

### **SUPERVISION RECEIVED**

The AGPA is supervised by the Policy & Outreach Division Chief (SSM II) but may receive assignments from other members of the management team.

### **SUPERVISION EXERCISED**

None.

### **ATTENDANCE**

Must maintain regular and acceptable attendance at such level as is determined at SNC's sole discretion. Must be regularly available and willing to work the hours SNC determines are necessary or desirable to meet its business needs.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES (From class specifications)**

Knowledge of: Public relations policies and strategies to effectively communicate, respond to, and maintain good relations with the public, stakeholders, media, and others to support Conservancy programs and projects; natural resources concepts, terms, and processes; and relationships between local, regional, state, federal, private agencies, and organizations.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate the work of others, act as a team or conference leader; and present information on behalf of the department in public settings.

### **OTHER INFORMATION**

Incumbent must possess good communication skills; use good judgment in decision-making; exercise creativity and flexibility in problem identification and resolution; manage time and resources effectively; have the ability to act independently; be open-minded, flexible, tactful; and be responsive to SNC management needs.

### **WORK ENVIRONMENT**

The duties of this position are performed indoors in a modern office environment. The incumbent's workstation is equipped with standard or ergonomic office equipment, as appropriate. Prolonged sitting, use of telephone, personal computer, and copier are required. Incumbent must work well under pressure, meeting multiple and sometimes conflicting deadlines. Occasional travel will require driving or riding in vehicles and may result in walking on uneven terrain and/or working in inclement weather conditions. Occasional lifting, carrying, and/or moving up to 25 pounds may be required.



### **TELEWORK ELIGIBILITY AND EXPECTATIONS**

This position is eligible for telework, unless otherwise noted by duty. Any approved alternate work location and specific working schedule must be documented on the SNC Telework Agreement (STD 200). All telework agreements are developed under and subject to the conditions and criteria established in the SNC Telework Program Policy (HR-02).

All SNC positions may be subject to 100 percent teleworking if ordered under emergency circumstances, which may be issued or rescinded without notice.

### **EQUAL EMPLOYMENT OPPORTUNITY (EEO) STATEMENT**

All SNC employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work-related activities, and anytime they represent the Department.

**Duties of this position are subject to change and may be revised as needed or required.**

### **EMPLOYEE ACKNOWLEDGEMENT**

**I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation.** (If you believe reasonable accommodations are necessary, discuss your concerns with the hiring supervisor/manager. If unsure of a need for a reasonable accommodation, inform the hiring supervisor/manager, who will discuss your concerns with Human Resources.)

Employee Printed Name \_\_\_\_\_

Employee Signature \_\_\_\_\_

### **SUPERVISOR ACKNOWLEDGEMENT**

**I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.**

Supervisor Printed Name Brittany L. Covich

Supervisor Signature \_\_\_\_\_