

DUTY STATEMENT

BRANCH STATE PLANNING AND POLICY DEVELOPMENT		POSITION NUMBER (Agency – Unit – Class – Serial) 368-695-3887-XXX			<input type="checkbox"/> CURRENT <input checked="" type="checkbox"/> PROPOSED	
SECTION POLICY		CLASSIFICATION TITLE AIR POLLUTION SPECIALIST				
PROGRAM (If applicable) LAND USE AND PLANNING		WORKING TITLE ASSOCIATE PLANNER				
REGIONAL HUB Sacramento		COI Yes	WWG 2	CBID R09	TENURE LT	TIME BASE FT
WORK SCHEDULE M-F 8am-5pm	SUPERVISION EXERCISED None	SPECIFIC LOCATION ASSIGNED TO 1400 10th Street, Sacramento, CA 95814				
INCUMBENT (If known)		EFFECTIVE DATE				

PRIMARY DOMAIN (IT positions only)	N/A
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AGENCY OVERVIEW

The Governor's Office of Land Use and Climate Innovation (LCI) serves the Governor and his Cabinet as staff for long-range planning and research and constitutes the comprehensive state planning agency. LCI assists the Governor and the Administration in planning, research, policy development, and legislative analysis. LCI formulates long-range state goals and policies to address land use, climate change, population growth and distribution, urban expansion, infrastructure development, groundwater sustainability and drought response, and resource protection. LCI's budget programs include Enterprise Operations, State Planning and Policy Development, Strategic Growth Council, and Racial Equity Commission. LCI is a fast-paced, creative work environment that requires staff to have strong collaboration skills, an ability to quickly respond to changing policy needs, and a positive attitude. LCI is an organization committed to creating a work environment that celebrates diverse backgrounds, cultures, and personal experiences.

GENERAL STATEMENT

Under direction of the Planning and Land Use Manager, the Air Pollution Specialist (Associate Planner) will support and take direction on a variety of assignments involving research, policy and data analysis, and contributions to planning guidance and technical advisories across a wide spectrum of topics that affect planning and climate in California. This staff member will work with other government agencies, academics, and stakeholders with respect to research, programs, and policies in land use, housing, climate resiliency and adaptation, conservation, open space planning, equitable and inclusive communities, environmental justice, and transportation.

The Land Use and Planning Team at LCI has several responsibilities, including:

- developing and maintaining technical guidelines and advisories on planning and land use topics;
- reviewing and analyzing proposed legislation on relevant topics;
- preparing legislative and policy proposals to assist with long-range planning and visioning;
- collaborating with academic institutions to undertake necessary research;
- conducting outreach to local and regional governments and community groups to inform our work.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use addition sheet if necessary)</i>
100%	ESSENTIAL FUNCTIONS

DUTY STATEMENT

35%	<p><u>Planning and Policy Work</u></p> <p>General Plan Guidelines and Technical Advisories: Lead sections of the General Plan Guidelines update and creating new or updating old technical advisory documents. Conduct research on policies and legislation related to the General Plan and Specific Plan guidelines, and other planning and technical advisories, to reflect recent legislation and changes in state policy and integrate climate and equity aspects into the guidelines. Act as Project Manager for updating guidelines and technical advisories when assigned.</p> <p>Policy & Planning Research/Data Analysis. Initiate and/or oversee research and technical data analysis related to land use, housing, conservation, open space, climate, and transportation that would assist in the development of innovative climate change and planning policies; develop metrics and methods to quantify benefits, costs, and equity impacts of related policies; and develop tools and resources that enable local and regional planners to support local action in these areas.</p> <p>Technical Expertise. Provide in-depth expertise on existing or emerging state, federal, regional, and local policies, laws, research, plans, and programs targeted at community and land regeneration, including compact land use, affordable housing, infill development, reducing vehicles miles travelled and greenhouse gas emissions, walkable neighborhoods, creating a sense of place, and conservation/restoration. Participate in reviewing proposed planning-related bills or writing proposals for new bills.</p> <p>Oral and Written Correspondence. Develop clear visual and written summaries of research findings and data analyses for policymakers and a broad range of audiences. Create memos, policy briefs, reports, online content, presentations, speeches, budget change proposals, bill proposals or changes to State legislation and other documents.</p>
20%	<p><u>Outreach and Engagement</u></p> <p>Support Collaboration with State Government Partners: Build and strengthen collaborative relationships with staff across state government. Advocate LCI's views in meetings with stakeholders and build consensus.</p> <p>Creation and operation of advisory committees with local, regional, and state governments Create and lead advisory committees and recurring workgroup meetings. Create agendas and meeting minutes, facilitate meetings, conduct presentations, and respond to questions. Share information about new or modified guidance, grant programs, and tools.</p> <p>Regenerative and Proactive Outreach: Engage interested parties and current users of LCI's technical advisories and policy documents. Coordinate engagement to prevent "engagement fatigue," especially for historically marginalized groups.</p> <p>Equitable and Inclusive Engagement: Be inclusive in engaging a diversity of community members across California and contribute to capacity building for disadvantaged communities.</p>

DUTY STATEMENT

20%	<p><u>Provide Technical Assistance to Stakeholders</u></p> <p>Research and respond to questions from local governments, professional planners, state agencies, and non-profit organizations on planning and climate-related topics. Review written responses of junior planners and assist them in responding to complicated technical questions.</p>
20%	<p><u>Project Management</u></p> <p>Provide project management and leadership support for projects, reports, and/or surveys. Assist in providing oversight of contracts with universities and outside contractors. Contribute to long-term improvement of existing projects and programs and identifying new ideas, projects, and programs for LCI.</p>
MARGINAL FUNCTIONS	
5%	Perform other job-related duties as required.

KNOWLEDGE AND ABILITIES

Knowledge of: Land use planning generally, with particular emphasis in economic development, economic systems, food systems, land and community regeneration.

Ability to: Coordinate internal and external meetings, work on policies and planning documents, review the work of others, inclusively engage with interested parties, analyze situations and take effective action; work cooperatively with others; prepare clear, complete, and technically accurate reports; communicate effectively; plan, organize, and carry out studies and analyses; make oral presentations; coordinate the work of others; evaluate data and develop recommendations based on findings; operate in a lead capacity for special studies and projects.

DESIRABLE QUALIFICATIONS:

Other desirable qualifications include:

- Demonstrated expertise in state and local government programs and policies related to land use and planning, regional planning, sustainability, and climate change.
- Demonstrated knowledge and experience addressing and integrating equity considerations in the context of land use planning.
- Qualitative and quantitative research skills, including the ability to conduct key informant interviews, synthesize existing research, design data collection mechanisms, conduct literature review, and write reports.
- Experience analyzing or producing geospatial data.
- Excellent verbal and written communication skills and an ability to communicate to diverse audiences.
- Experience managing a deadline-driven, collaborative process with multiple partners.
- Excellent collaboration skills including experience facilitating consensus decision-making processes, navigating complex policy issues, and engaging a wide range of stakeholders.
- Ability to lead and inspire teamwork and collaboration by being accessible, supportive, and empathetic, and maintain constructive team relationships.
- Strong work ethic, detail oriented and organized.

DUTY STATEMENT

- Collaborative, adaptable, and able to prioritize emergent and ongoing tasks.
- Good judgment and reasoning skills, including ability to navigate complex situations while considering a variety of factors including ethics, cultural differences, facts and assumptions, consequences and risks, and the needs of all parties.
- Proven commitment to creating a work environment that celebrates diverse backgrounds, cultures, and personal experiences.
- Ability and flexibility to travel and effectively participate in public workshops, and meetings up to 20% of the time.
- Occasionally will need to work on evenings, weekends, and holidays.
- Bilingual in English and one of California's most spoken languages (Spanish, Chinese, Tagalog, Vietnamese, and Korean)

SPECIAL PERSONAL REQUIREMENTS: Demonstrated ability to act independently, with open-mindedness, flexibility, and tact.

SPECIAL PHYSICAL CHARACTERISTICS: Persons appointed to this position must be reasonably expected to exert up to 10 lbs. of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects with or without a reasonable accommodation. Involves sitting most of the time but may involve walking or standing for brief periods of time. This position may be eligible to participate in LCI's hybrid telework schedule. Participation in Telework is subject to LCI's guidelines. Occasional/overnight travel up to 20% may be required.

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

SUPERVISOR'S STATEMENT: *I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE AND HAVE PROVIDED A COPY OF THE DUTY STATEMENT TO THE EMPLOYEE.*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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EMPLOYEE'S STATEMENT: *I HAVE READ AND UNDERSTAND THE DUTIES LISTED ABOVE AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION. (IF YOU BELIEVE REASONABLE ACCOMMODATION IS NECESSARY, DISCUSS YOUR CONCERNS WITH YOUR HIRING SUPERVISOR. IF UNSURE OF A NEED FOR REASONABLE ACCOMMODATION, INFORM YOUR HIRING SUPERVISOR, WHO WILL DISCUSS YOUR CONCERNS WITH HUMAN RESOURCES OFFICE).*

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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