

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 CLIMATE EQUITY PLANNING & POLICY SPECIALIST				
REGIONAL HUB Sacramento		COI Yes	WWG 2	CBID R09	TENURE P	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				

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 (Climate Equity Planning and Policy Specialist) will be responsible for providing guidance and direction on matters related to climate and environmental justice, equitable and inclusive communities, safety from natural and manmade hazards, and community resilience. This position will work with government agencies, academics, community-based organizations, and other interested parties to effectuate planning and policy changes that center equity and create a resilient California for All.

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>Climate Equity Policy: Work on operationalizing equity and environmental justice into legislative proposals, climate and land policy, and the implementation of the California Environmental Quality Act (CEQA).</p> <p>Climate Equity Planning: Support the comprehensive update to the General Plan Guidelines' sections on environmental justice and safety, creation of a Climate Action Plan Technical Advisory, and relevant technical advisories and guidelines.</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, regional governments, and local governments. Advocate LCI's views in meetings with stakeholders and build consensus.</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>
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. Provide interpretation of the environmental justice and/or safety element for local jurisdictions.</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 related to climate equity, safety from climate hazards, land and community regeneration, and bioregional justice. 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: Climate equity, environmental justice, bioregional justice, land and community regeneration, carbon sequestration, climate science, safety from climate hazards, regenerative engagement.

Ability to: Coordinate internal and external meetings, work on policies and planning documents, review the work of others, inclusively engage with interested parties.

DUTY STATEMENT

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.
- 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 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
---------------------------	------------------------	------

DUTY STATEMENT

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
-------------------------	----------------------	------