

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE

DUTY STATEMENT

GS 907T (REV. 03/03)

9. Percentage of time performing duties	10. 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 additional sheet if necessary)</i>
10%	<p><u>General and Administrative Responsibilities</u> Comply with general State and Conservancy rules, policies, standards, etc., such as maintaining regular hours of work as directed by supervisors, submitting timesheets, travel claims and other such forms in a timely manner, and attending trainings and staff meetings. Work cooperatively with other Project and Administrative staff members.</p> <p>KNOWLEDGE AND ABILITIES</p> <p>Knowledge of: Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; and governmental functions and organization.</p> <p>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; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; and gain and maintain the confidence and cooperation of those contacted during the course of work.</p> <p>DESIRABLE QUALIFICATIONS</p> <ul style="list-style-type: none"> • Education or experience in any field related to the Conservancy's work: Public Administration, Business Administration, Environmental Science, Environmental Planning, City or Regional Planning, Natural Resource Management, Architecture, Economics, Geography, Biology, Earth Science, Civil Engineering, or a closely related field. • Experience managing projects, programs, or events, including tracking schedules and deliverables. • Lived or work experience engaging with historically underserved communities and responding to those communities' concerns and issues. • Ability to take initiative and work independently. • Ability to work effectively with others as part of a team. • Experience developing budgets and tracking expenditures relative to a budget. • Experience researching, summarizing, and analyzing information and/or data • Sound written and verbal presentation skills. • Willingness as a learner to do routine or detailed work to learn the practical application of administrative principles; demonstrated capacity for development as evidenced by work history, academic attainment, participation in school or other activities, or by well-defined occupational interests; willingness and ability to accept increasing responsibility. • Bilingual speaker of a language used by large numbers of people in California. <p>WORKING CONDITIONS:</p> <ul style="list-style-type: none"> • Position is in a high-rise building • Office setting; Monday through Friday; prolonged periods of sitting (or standing, if preferred). • The Conservancy has a telework policy, that allows staff to telework up to 3 days per week. A computer for telework use can be provided if needed. The Conservancy has developed a return to office plan, which is anticipated to begin July/August 2022. Currently, due to COVID-19 most staff are teleworking. • Work on a computer up to 8 hours a day. May be asked to work a hybrid work schedule including in-office and at-home workdays with regular and predictable attendance.

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	<p><u>Building consensus</u>: Build consensus among individuals or groups by facilitating agreements that involve sharing or exchanging resources or resolving differences in such a way as to promote mutual goals and interests; by persuading others to change their point of view or behavior without losing their future support; and by resolving conflicts, confrontations, and disagreements while maintaining productive working relationships.</p> <p><u>Self and career development</u>: Identify own work and career interests, strengths, and limitations; pursue education, training, feedback, or other opportunities for learning and development; manage, direct, and monitor one's own learning and development.</p> <p><u>Listening</u>: Attend to, receive, and correctly interpret verbal communications and directions through cues such as the content and context of the message and the tone, gestures, and facial expressions of the speaker.</p> <p><u>Speaking</u>: Express ideas and facts orally in a clear and understandable manner that sustains listener attention and interest; tailor oral communication to the intended purpose and audience.</p> <p><u>Using information and communications technology</u>: Select, access, and use necessary information, data, and communications-related technologies, such as basic personal computer applications, telecommunications equipment, Internet, electronic calculators, voice mail, email, facsimile machines, and copying equipment to accomplish work activities.</p> <p><u>Gathering and analyzing information</u>: Obtain facts, information, or data relevant to a particular problem, question, or issue through observation of events or situations, discussion with others, research, or retrieval from written or electronic sources; organize, integrate, analyze, and evaluate information</p> <p><u>Analyzing and solving problems</u>: Anticipate or identify problems and their causes; develop and analyze potential solutions or improvements using rational and logical processes or innovative and creative approaches when needed.</p> <p><u>Making decisions and judgments</u>: Make decisions that consider relevant facts and information, potential risks and benefits, and short- and long-term consequences or alternatives.</p>

DUTY STATEMENT

(07/14)

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Effective Date: **6/2024**

1. OFFICE State Coastal Conservancy	POSITION NUMBER (Agency - Unit - Class - Serial) TBD
2. HEADQUARTER LOCATION Oakland, CA	3. CLASS TITLE Staff Services Analyst (SSA)
4. WORKING HOURS/SCHEDULE TO BE WORKED 8:00 a.m. to 5:00 p.m.	5. SPECIFIC LOCATION ASSIGNED TO N/A
6. PROPOSED INCUMBENT (If known)	7. CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 536-200-5157-901

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

8. BRIEFLY (1 - 3 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the general direction and guidance of a Regional Manager or Deputy Regional Manager, incumbent will help administer grant programs and projects for the San Francisco Bay Area Program under the general themes of habitat restoration or enhancement, public access, open space protection, sea level rise adaptation, agricultural preservation, and "Explore the Coast." Incumbent will work with public agencies, nonprofit organizations, and others to identify opportunities to achieve Coastal Conservancy and San Francisco Bay Restoration Authority objectives, and support planning and implementation of these projects. Incumbent's duties reflect the priorities identified in the Conservancy's Strategic Plan. The work produced by the SSA will be reviewed by the Regional Manager or Deputy Regional Manager or produced with the assistance or guidance of a CPDS or CPDA II.

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90%

ESSENTIAL FUNCTIONS

In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. Employees are expected to provide all members of the public with equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.

Project Development and Management

Evaluate proposed projects to protect land, restore or enhance habitats, adapt to climate change, increase public access and recreational opportunities or facilities, conserve working lands, implement the "Explore the Coast" program, and to achieve other Coastal Conservancy and San Francisco Bay Restoration Authority objectives. Gather, review, and summarize necessary information; travel as necessary to make site inspections and/or to meet with grant applicants and others during project development; participate in internal and external meetings and working groups. Write staff recommendations with guidance from PLM II, CPDS and/or CPDA II and present projects at board meetings. Manage or assist with managing grants and contracts related to projects, including follow-up to ensure compliance with terms of contracts and/or grant agreements.

11. SUPERVISOR'S STATEMENT: ***I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE***

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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12. EMPLOYEE'S STATEMENT: ***I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT***

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 to balance the workload.

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