

SIERRA NEVADA CONSERVANCY  
Associate Governmental Program Analyst  
Duty Statement

**Department:** Sierra Nevada Conservancy  
**Division:** Policy and Outreach Division  
**Location:** Auburn  
**Classification:** Associate Governmental Program Analyst  
**Title:** Policy Analyst  
**CB Identifier:** R01 **Tenure:** Permanent Full-time  
**Position No.:** 415-001-5393-xxx **Incumbent:**

**General Description:**

Under direction of the Policy and Outreach Division Chief in the Sierra Nevada Conservancy (SNC or Department) Headquarters Office located in Auburn, CA, the Associate Governmental Program Analyst (AGPA) serves as the Department's Policy Analyst performing complex technical analytical staff services assignments such as program evaluation and planning, and policy analysis and formulation related to the Sierra Nevada Region and its natural resources. The position may require frequent travel throughout the 25-million-acre Region.

<b>Percent</b>	<b>Activity</b>
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**Essential Functions**

**40%** Identifies and analyzes policies that address issues and funding in the areas of climate, forest, fire, watershed health, community sustainability, working landscapes, tourism, and recreation. Conducts research, analyzes proposed policies, evaluates the effects of existing policies, and reports findings to SNC management, government officials, and members of the public. Develops options and recommendations to share the analyses through reports, legislative assignments, and other written and electronic media write-ups. Serves as a fiscal and program resource to the executive staff, legislators, legislative staff, and other key policy and decision makers.

Identifies policy issues and opportunities as well as their consequences, clarifies and prioritizes SNC's policy objectives relevant to the forest sector, and identifies potential conflicts in terms of objectives and interests. Researches and interprets relevant laws, science, literature, news, information, and analyses related to SNC's Region. Identifies alternative viable policy instruments, their probable direct and indirect consequences, and the risks associated if these do materialize. Designs viable policy packages, with associated strategies to obtain political support and to ensure SNC's effectiveness. Tracks and researches natural resource trends, policies, and legislation.

**30%** Develops content for the Department's outreach and educational materials including but not limited to fact sheets, analyses of legislative proposals, and comment letters to be used for both internal and external communications, ensuring that materials used for outreach and education purposes align with the Department's mission and strategic plan and are appropriate for the specified

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target audience. Creates and maintains content for assigned web pages, the Division's monthly blog, social and other media, and the Annual Report. Creates and conveys messages quickly and clearly. Develops work products that are objective, accurate, solution-orientated, and thorough.

- 25%** Establishes and maintains relationships and organizes activities with legislative staff, nonprofit organizations, state entities, federal agencies, municipalities, citizen groups, and other interested or affected stakeholders. Establishes and maintains positive working relationships with government entities, interested organizations, and other stakeholders throughout the Region. Coordinates the efforts of various governmental agencies on large projects and represents the Department. Collaborates with external stakeholders to understand and communicate the implications of environmental policy. Provides planning, facilitation, internal and external coordination, and liaison services.

**Nonessential Functions**

- 5 %** Attends and presents at board meetings, reviews staff reports, and maintains content of assigned web pages.