

DUTY STATEMENT

SNC112 (07/2020)



POSITION INFORMATION		
CLASSIFICATION TITLE Conservancy Project Development Analyst II	POSITION NUMBER 415-001-4809-xxx	CB IDENTIFIER R01
WORKING TITLE North Subregion Area Representative	DIVISION / UNIT Field Operations & Grants / Field Operations	
INCUMBENT NAME	WORKING LOCATION	
SUPERVISOR / MANAGER Field Operations Manager	TENURE <input checked="" type="checkbox"/> PERMANENT FULL-TIME <input type="checkbox"/> PERMANENT INTERMITTENT <input type="checkbox"/> RETIRED ANNUITANT <input type="checkbox"/> OTHER:	
EFFECTIVE DATE	Conflict of Interest Filing (Form 700) required for this position: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
All SNC employees are expected to work cooperatively with others; maintain regular, consistent, and predictable attendance; and possess integrity, initiative, dependability, and good judgement.		

GENERAL DESCRIPTION

The Conservancy Project Development Analyst II (CPDA II) will serve as the Department's North Subregion Project Lead and Area Representative, covering Lassen, Modoc, and Shasta counties. The reporting location within or near these counties for this position is to be determined.

Working under general direction, the CPDA II independently performs complex work related to Subregional project and program development, planning, and implementation. The position requires frequent travel, up to 50 percent, throughout the 25-million-acre Sierra Nevada Region.

JOB FUNCTIONS

(E=Essential / M=Marginal Functions)

35% (E) – Subregional Project and Program Development

Develops and implements the Department's projects and programs in the areas of forest management, watershed health, community sustainability, working landscapes, tourism, and recreation.

- Assesses needs and opportunities in the Region and identifies projects and programs that carry out the Department's mission.
- Solicits, evaluates, modifies, develops, and implements project proposals and plans submitted by local, state, federal, tribal, and nonprofit organizations, or originated by the Department itself.
- Interprets and develops standards and guidelines for funding development, projects, and programs.

25% (E) – Subject Matter Expert

Functions as an in-house technical expert and consultant in multiple resource-related areas.

- Uses specialized knowledge, background, and experience to provide expertise in the development and analysis of Subregional programs and projects.

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- Provides planning, facilitation, internal and external coordination and liaison services.
- Coordinates activities, internally and externally, with grantees and contractors, other governmental agencies, citizen groups, and other interested or affected entities.
- Maintains positive working relationships with local and statewide leaders throughout the Region.

20% (E) – Grant and Other Agreements

Independently prepares grant and other agreements with grant recipients and other stakeholders, developing special terms and conditions, if required.

- Analyzes project and planning applications for technical accuracy, adequacy of project justification, and compliance with program criteria.
- As required, ensures grantee has the appropriate California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) documentation and provides recommendations for project approval.
- Evaluates amendment requests and makes recommendations for project amendments.
- Works with grant recipients throughout the duration of the project to meet deliverables set in the grant.

15% (E) – Grant Evaluations and Close-out

- Recommends payments for projects after evaluating project status and billing support documentation.
- Ensures all program criteria necessary to receive progress payments have been completed prior to authorizing reimbursements for payments.
- Prepares correspondence to grantees during all phases of the project, including requests for project updates, and participates in close-out inspections of projects to determine if they were completed and are being used in compliance with the agreement.
- Creates and updates project status in SNC's grants database.

5% (M) – Nonessential Functions

Responds to general calls and emails, attends and presents at staff meetings, 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 Conservancy Project Development Analyst II is supervised by the Field Operations Manager, a Staff Services Manager I, but may receive assignments from other members of the Management team.

SUPERVISION EXERCISED

None.

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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: *All of the Knowledge, Skills and Abilities of the CPDA I, and specific land acquisition techniques, including: acquisition of land at less-than-fair market value; structuring of long-term payouts for land using private nonprofit organizations; equity trading of properties in order to accomplish specific types of forest and/or water restoration; determination of economic feasibility of restoration projects using the formulas and rule of thumb of private developers; methods of contractor selection to ensure compliance with state law and policies and control agency oversight; local, state, federal, and private funding sources to leverage state funding for projects; determination of when and in what circumstances to acquire purchase options; computation of economic feasibility of sale and leaseback of agricultural lands; acquisition of conservation and open space easements or other types of less-than-fee interests in real property; 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; state and federal grant programs; and relationships between local, regional, state, federal, private agencies, and organizations.*

Ability to: work effectively with federal, state, and local agencies to ensure project compliance with laws, regulations, and plans; balance and resolve conflicting needs between various uses of Sierra Nevada Region resources, including: agricultural, habitat, resource extraction, and public recreation; implement projects and programs through supervision, assistance, and monitoring; successfully negotiate with government officials, landowners, and other stakeholders to develop contracts, permits, and other agreements necessary for projects; and represent Conservancy interests before other governmental entities, elected officials, and private organizations.

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. A valid California Driver License is required for this position and must be maintained for the course of employment.

WORK ENVIRONMENT

The duties of this position are performed primarily indoors. 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. Travel is required (including driving or riding in a vehicle) and may require incumbent to be outdoors, occasionally walking on uneven terrain and working in inclement weather

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when required to attend site visits. Occasional lifting, carrying, and/or moving up to 25 pounds may be required.

Currently, SNC is under state order that, due to the COVID-19 pandemic, 100% teleworking is required. A return to the office may be required at any time, or a split between telework and in-office work may be established once the stay-at-home order is lifted.

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	DATE

SUPERVISOR/MANAGER 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/MANAGER PRINTED NAME	SUPERVISOR/MANAGER SIGNATURE	DATE
Field Operations Manager		

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POSITION INFORMATION		
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REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES (from Class Specifications)

Knowledge of: Principles, practices, and trends of public and business administration, management, and supportive staff services such as accounting, personnel, management analysis; government functions; and organization.

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 leader; and appear before legislative and other committees.

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SUPERVISOR/MANAGER PRINTED NAME Field Operations Manager	SUPERVISOR/MANAGER SIGNATURE	DATE