

DUTY STATEMENT

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DUTY STATEMENT

Employee Name: Vacant	Current Date: 6/1/23
Classification: Staff Services Manager 1 (Specialist)	Position #: 812-010-4800-005
Division/Office: Office of the Secretary	CBID:
Section: Legislative Affairs	
Supervisor Name: Ana Melendez	Supervisor Classification: Deputy Secretary for Legislative Affairs and External Partnerships

I certify that this duty statement represents an accurate description of the essential functions of this position.	
Supervisor:	Date:

I have read this duty statement and agree that it represents the duties I am assigned.	
Employee:	Date:

SPECIAL REQUIREMENTS OF POSITION (IF ANY):

- ☒ Designated under Conflict of Interest Code.
- ☐ Duties performed may require pre-employment physical.
- ☐ Duties performed may require drug testing.
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Requires the utilization of a 32-pound self-contained breathing apparatus.
- ☐ Operates heavy motorized vehicles.
- ☐ Requires repetitive movement of heavy objects.
- ☐ Works at elevated heights or near fast moving machinery or traffic.
- ☐ Performs other duties requiring high physical demand. (Explain below):
- ☐ Duties require use of hearing protection and annual hearing examinations.

SUPERVISION EXERCISED

☒ None	☐ Lead Person
☐ Supervisor	☐ Team Leader

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FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position **DIRECTLY** supervises: N/A

Total number of positions in Section/Branch/Office for which this position is responsible:

FOR LEADPERSONS OR TEAM LEADERS ONLY:N/A

Indicate the number of positions by classification that this position **LEADS**: N/A

MISSION OF SECTION: The mission of the California Environmental Protection Agency (CalEPA) is to restore, protect and enhance the environment and to ensure public health, environmental quality and economic vitality.

The Legislative Office is responsible for overseeing and coordinating the legislative activities of the Air Resources Board, Department of Resources, Recycling and Recovery, Water Resources Board, Department of Toxic Substances Control, Department of Pesticide Regulation, and the Office of Environmental Health Hazard Assessment. The Deputy Secretary for Legislative Affairs serves as the Agency Secretary's primary advisor on legislative-related issues and directs the Agency's legislative program.

CONCEPT OF POSITION: Under the direction of the Deputy Secretary of Legislative Affairs, functions as a nonsupervisory staff specialist in a difficult and sensitive position that the evaluation and development of new legislative strategies that impact CalEPA programs. This role works collaboratively with CalEPA staff as well as BDOs to develop reports, analyses, briefing documents, and outreach plans. Also, the position assists the Deputy Secretary in an outward-facing role in meeting and communicating with the Legislature and other state and local agencies.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
35%-E	Identifies the need for and writes legislative concept papers and proposals, bill analyses, issue papers, and briefing materials that characterize emerging and continuing issues associated with CalEPA's programs and BDOs and the policy implications of controversial, sensitive, and high-profile State and federal legislation.
20%-E	Assists the deputies in planning the public rollout of agency actions of particular interest to the public. This includes, but is not limited to, attending planning meetings, identifying key stakeholders (administrative, legislative, and nongovernmental), developing internal deadlines, and ensuring they are met, working with CalEPA and its BDOs, and other general project management duties as needed. Assist and support the Deputy Secretary in researching and

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	analyzing policies and procedures. Coordinate efforts related to implementing goals, policies, and procedures to support the Office of the Secretary.
20%-E	Consults with and coordinates the involvement of staff at all levels of CalEPA, CARB, CalRecycle, DTSC, DPR, OEHHA, and the SWRCB and other relevant public agencies to identify, coordinate, and resolve cross jurisdictional issues related to legislative initiatives that affect the State's environmental programs and policies. Exercises good judgement in responding on behalf of CalEPA to requests from Legislators, their staff, and their constituents for assistance (such as high-level review of regulatory decisions, reconsideration of policy direction, or participation in informational forums), evaluates the nature of the inquiry for political sensitivity, and obtains input from the Deputy Secretary, as warranted.
15%-E	Independently represents CalEPA as an expert with respect to environmental program-related issues in briefings with Legislators, legislative staff, legislative committee staff, lobbyists, special interest groups, and other State and local government agencies regarding CalEPA positions, policies, and programs by arranging and participating in meetings and negotiations, attending legislative hearings and events, and composing correspondence for the Legislature that appropriately reflects CalEPA's point of view on relevant State and federal legislation.
5%-M	Consults with CalEPA's Office of the Secretary and the Governor's Office on matters relating to legislation under the supervision and direction of the Deputy Secretary of Legislative Affairs.
5%-M	Analyzes ballot initiatives and legislative proposals by other State and federal agencies which affect CalEPA and its BDOs programs and makes recommendations for action. Performs other duties as necessary. Works on special projects and performs other job-related duties as required consistent with the Office of the Secretary's needs. Provide support and backup to the Deputy Secretary of Legislative Affairs and other Office of the Secretary staff as needed.