



DUTY STATEMENT

PROGRAM STATE PLANNING AND POLICY DEVELOPMENT		POSITION NUMBER (Agency – Unit – Class – Serial) 368-695-3887-XXX				
BRANCH Planning and Research		CLASSIFICATION TITLE Air Pollution Specialist				
SECTION/UNIT (If applicable) Planning		WORKING TITLE Associate Planner				
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 Office of Planning and Research (OPR) serves the Governor and his Cabinet as staff for long-range planning and research and constitutes the comprehensive state planning agency. OPR assists the Governor and the Administration in planning, research, policy development, and legislative analysis. OPR 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. OPR's budget programs include State Planning and Policy Development, Strategic Growth Council, California Volunteers, Office of Community Partnerships and Strategic Communications, Racial Equity Commission, and Youth Empowerment Commission. OPR 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 and sense of humor. Proven commitment 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 Associate Planner will support and take direction on a variety of assignments involving research, policy and data analysis, and contributions to planning guidance and technical advisories across a wide spectrum of topics that affect planning and climate in California. This staff member will work with other government agencies, academics, and stakeholders with respect to research, programs, and policies in land use, housing, climate resiliency and adaptation, conservation, open space planning, equitable and inclusive communities, environmental justice, and transportation.

The Planning team at OPR has several responsibilities, including: 1) Develop and maintain technical guidelines and advisories for interpretation and implementation of State laws; 2) Review and analyze proposed housing, land use, transportation, and conservation bills; 3) Provide technical assistance to local governments and other stakeholders; 4) Collaborate with research institutes and other State agencies in developing effective data strategies and policies that achieve the State priorities to address climate and planning issues; 5) Conduct interagency coordination and collaboration in reviewing the data, plans, policies and strategies of other agencies and engage them in reviewing OPR's plans and documents; and 6) Solicit input from local government and a variety of stakeholders for the guidelines, technical advisories, and strategic plans created by OPR.

% 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>
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ESSENTIAL FUNCTIONS

35 %

Outreach and Engagement

Support Collaboration with State Government Partners: Build and strengthen collaborative relationships with staff across OPR, government agencies, research institutions, and other stakeholders to provide interpretation of State laws and OPR guidance and advance research related to land use, housing, conservation and open space, air quality, noise, environmental justice, transportation, climate adaptation and resiliency and safety elements of the general plan. Represent OPR externally at meetings, conferences, and workshops related to assigned topics. Advocate OPR's views in meetings with stakeholders and build consensus. Proactively outreach to stakeholders and users of OPR's guidelines, technical advisories, and policy documents.

Support senior planners in creation and operation of advisory committees with local, regional, and state governments: Contribute to creating advisory groups and creating and maintaining a group of stakeholders. Create and lead advisory committees and recurring stakeholders' meetings. Create agendas and meeting minutes, facilitate meetings, conduct presentations, and respond to questions. Share information about new or modified guidance, grant programs, and tools available to support local, regional, and State planning. Identify needs and challenges in implementing State policies and best practices that advance sustainable and equitable growth.

Equity, diversity, inclusion (EDI): Integrate EDI into stakeholder engagement, planning guidelines, webinars, and best practices by doing data collection and research, interviewing experts, evaluating OPR's plans, policies, and guidance documents and embedding equity policies and strategies in them. Be inclusive in engaging a diversity of stakeholders across California and contribute to capacity building for disadvantaged communities. Provide interpretation of the environmental justice element for local jurisdictions.

35 %

Data Analysis, Research, Technical Writing

General Plan Guidelines and Technical Advisories: Support comprehensive update of the General Plan Guidelines and creating new or updating old technical advisory documents. Conduct research on policies and legislation related to the General Plan and Specific Plan guidelines, and other planning and technical advisories, to reflect recent legislation and changes in state policy and integrate climate and equity aspects into the guidelines.

Policy & Planning Research/Data Analysis. Research, compile, analyze, and interpret demographic, land use, housing, climate and transportation data and trends; summarize compiled data and trends for preparation of planning reports both in writing and in maps, reports, and tables, or statistical analyses using a variety of tools, including GIS and Excel. Contribute to review and analysis of proposed legislation related to planning and climate matters. Support the development and implementation of new housing, transportation, climate planning and resiliency, environmental justice, conservation and open space and land use best practices related to general plan guidelines that are aimed at reducing the GHG and air pollutant emissions. Develop expertise on land use, housing, equitable growth, transit-oriented or transit-ready development, and other strategies, as well as related State, Federal, regional, and local policies, research, plans, and programs. Provide policy and technical recommendations that align California Climate Investments funding with climate mitigation and adaptation initiatives.

Support General Plan Annual Progress Report (APR): Participate in the General Plan APR process, including collaborating with other State agencies in facilitating webinars and responding to questions; receiving, organizing, and archiving APR submissions; respond to technical questions; and assist in long-term improvement of APR process.

	<p>reports and make oral presentations of recommendations in meetings and workshops; work effectively in a team environment; establish and maintain cooperative relationships with government agencies, community groups, special interest advocates, and the general public; work collaboratively with staff and others; build consensus among diverse groups; and present technical information to a general audience.</p> <ul style="list-style-type: none"> • Experience using Excel Spreadsheets, Asana, Adobe Creative Suite, and GIS desirable but not required. <p>SPECIAL PERSONAL REQUIREMENTS: Demonstrated ability to act independently, open-mindedness, flexibility, and tact. Ability to participate in and contribute to an inclusive and equitable work environment. Establish and maintain courteous, professional relationships with internal coworkers and management, and all external stakeholders. Work with interested parties to resolve issues related to planning and policy projects.</p> <p>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. 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 OPR's hybrid telework schedule. Participation in Telework is subject to OPR's guidelines. Occasional/overnight travel up to 20% may be required.</p>
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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
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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
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