

DUTY STATEMENT

BRANCH STATE PLANNING AND POLICY DEVELOPMENT		POSITION NUMBER (Agency – Unit – Class – Serial) 368-695-4800-XXX			<input type="checkbox"/> CURRENT <input checked="" type="checkbox"/> PROPOSED	
SECTION POLICY		CLASSIFICATION TITLE Staff Services Manager I (Specialist)				
PROGRAM (If applicable) REAP		WORKING TITLE Housing Policy Specialist				
REGIONAL HUB Sacramento		COI Yes	WWG E	CBID S01	TENURE LT	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)	Choose an item.
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AGENCY OVERVIEW

The Governor's Office of Land Use and Climate Innovation (LCI) serves the Governor and his Cabinet as staff for long-range planning and research and constitutes the comprehensive state planning agency. LCI assists the Governor and the Administration in planning, research, policy development, and legislative analysis. LCI 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. LCI's budget programs include Enterprise Operations, State Planning and Policy Development, Strategic Growth Council, and Racial Equity Commission. LCI 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. LCI is an organization committed to creating a work environment that celebrates diverse backgrounds, cultures, and personal experiences.

GENERAL STATEMENT

Under the direction of the Regional Early Action Planning Grant (REAP 2.0) Program Manager, the Housing Policy Specialist will develop strategic guidance and take direction on a variety of assignments involving research, policy and data analysis, and contributions to housing and climate policy in California. The staff member will act as a highly skilled, independent policy expert, playing a crucial role in integrating environmental considerations into planning and housing investment decisions, while also advancing racial and social equity within state funding programs and programs related to local development. The staff member will work with other government agencies, academics, and stakeholders with respect to research, programs, and policies in housing, land regeneration, climate resiliency and adaptation, conservation, open space planning, equitable and inclusive communities, environmental justice, and transportation.

Policy work on environmentally-friendly housing will vary depending on the candidate and may include:

- Innovative building materials
- Green and living infrastructure (composting toilets, rainwater capture, etc.)
- Biomimicry and other nature-inspired innovations
- Co-housing and other ways to encourage additional occupancy in existing residential units
- Vacancy taxes and short-term rental regulation
- Community land trusts and other communal ownership models

DUTY STATEMENT

% 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>
100%	ESSENTIAL FUNCTIONS
35%	<p>Research and Policy Development</p> <p>Policy & Planning Research/Data Analysis. Lead in research and analysis related to housing, conservation, rehabilitation, green and living infrastructure, and climate resilience and adaptation that would assist in the development of innovative climate change and housing policies, and develop tools and resources that enable local and regional governments to support local action in these areas.</p> <p>Technical Expertise. Provide in-depth expertise on existing or emerging state, federal, regional, and local policies, laws, research, plans, and programs targeted at housing, including affordable housing, infill development, reducing vehicle miles travelled and greenhouse gas emissions, walkable neighborhoods, creating a sense of place, and conservation/restoration. Participate in reviewing proposed housing-related bills or writing proposals for new bills.</p> <p>Oral and Written Correspondence. Develop clear visual and written summaries of findings for policymakers and a broad range of audiences. Create memos, policy briefs, reports, online content, presentations, speeches, budget change proposals, bill proposals or changes to State legislation, and other documents.</p>
35%	<p>Outreach and Engagement</p> <p>Support Collaboration with State Government Partners: Build and strengthen collaborative relationships with staff across state government. Support strategic interagency housing and climate efforts to advance the implementation of LCI priorities. Advocate LCI's views in meetings with stakeholders and build consensus.</p> <p>Regenerative and Proactive Outreach: Engage interested parties and current users of LCI's technical advisories and policy documents. Coordinate engagement to prevent "engagement fatigue," especially for historically marginalized groups.</p> <p>Equitable and Inclusive Engagement: Be inclusive in engaging a diversity of community members across California and contribute to capacity building for disadvantaged communities.</p>
25%	<p>Program Development, Implementation, and Administration</p> <p>Technical Assistance. Provide ongoing technical assistance to REAP 2.0 awardees through the project implementation phase.</p> <p>Policy Proposal Review. Review and analyze proposed legislation impacting current or future REAP grants and grant implementation.</p>
	MARGINAL FUNCTIONS
5%	Perform other job-related duties as required.

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KNOWLEDGE AND ABILITIES

Knowledge of: Housing policy generally, with particular emphasis in green and living infrastructure, innovative building materials, California Building Standards Code (Title 24), co-housing, rehabilitation, vacancy taxes, short-term rental regulation, and other strategies for unlocking existing housing for more Californians.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; inclusively engage with interested parties; 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; work cooperatively with others; communicate effectively; review and edit written reports; establish and maintain project priorities; develop and effectively utilize all available resources; and effectively contribute to the office's equity objectives.

DESIRABLE QUALIFICATIONS:

Other desirable qualifications include:

- Demonstrated expertise in state and local government programs and policies related to housing policy, sustainability, and climate change.
- Demonstrated knowledge and experience addressing and integrating equity considerations in the context of housing policy.
- Excellent verbal and written communication skills and an ability to communicate to diverse audiences.
- Excellent collaboration skills including experience facilitating consensus decision-making processes, navigating complex policy issues, and engaging a wide range of stakeholders.
- Ability to lead and inspire teamwork and collaboration by being accessible, supportive, and empathetic, and maintain constructive team relationships.
- Strong work ethic, detail oriented and organized.
- Collaborative, adaptable, and able to prioritize emergent and ongoing tasks.
- Good judgment and reasoning skills, including ability to navigate complex situations while considering a variety of factors including ethics, cultural differences, facts and assumptions, consequences and risks, and the needs of all parties.
- Proven commitment to creating a work environment that celebrates diverse backgrounds, cultures, and personal experiences.

SPECIAL PERSONAL REQUIREMENTS:

Demonstrated ability to act independently, with open-mindedness, flexibility, and tact.

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 with or without reasonable accommodation. 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 LCI's hybrid telework schedule. Participation in Telework is subject to LCI's guidelines. Occasional/overnight travel up to 20% may be required.

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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>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE AND HAVE PROVIDED A COPY OF THE DUTY STATEMENT TO THE EMPLOYEE.</i>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: <i>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).</i>		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE