

DUTY STATEMENT

DGS OHR 907 (Rev. 09/2022)

☐ Current☒ Proposed

RPA NUMBER 28619	DGS OFFICE or CLIENT AGENCY SGLLA Rivers and Mountains Conservancy (RMC)	
UNIT NAME	REPORTING LOCATION 100 N. Old San Gabriel Canyon Road Azusa, CA 91702	
SCHEDULE (DAYS / HOURS) Monday - Friday, 8am-5pm	POSITION NUMBER 570-001-5393-004	CBID R01
CLASS TITLE Associate Governmental Program Analyst (AGPA)	WORKING TITLE Conservancy Project Analyst- Telework Option	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE 05/16/2025	

CORE VALUES / MISSION ☐ Rank and File ☐ Supervisor ☐ Specialist ☐ Office of Administrative Hearings ☒ Client Agency

Our mission is to preserve open space and habitat in order to provide for low-impact recreation and educational uses, wildlife habitat restoration and protection, and watershed improvements within our jurisdiction.

POSITION CONCEPT

Under the direction of the Conservancy Project Development Manager (CPDM) / Staff Services Manager (SSM) II-Managerial (MgrI), the Associate Governmental Program Analyst (AGPA) for the San Gabriel & Lower Los Angeles Rivers and Mountains Conservancy (RMC) implements the Conservancy's approved policies, work plans and programs. Major functions of the position include all activities related to the acquisition, development and restoration of open space, wildlife habitat, low impact recreation, watershed improvements, and related educational uses.

SPECIAL REQUIREMENTS ☐ Conflict of Interest ☐ Medical Evaluation ☐ Background Evaluation ☐ Background Evaluation FTB ☐ Office Technician (Typing)

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
25%	Gathers, analyzes and oversees the technical development of RMC Open Space Plan as adopted by the RMC Board by evaluating and prioritizing potential projects, making recommendations to the EO on priorities for acquiring, developing, and managing public lands within SGLLA watersheds and San Gabriel Mountains including portions of the Santa Ana River watershed, Upper Santa Clara River, and all Orange County cities named in RMC statute, ensuring the proper preparation of every RMC project submitted for funding, providing maximum public and stakeholder participation opportunities through project-focused public hearings, assisting the EO with budgeting issues in order to ensure accurate, timely and comprehensive functioning of the RMC Open Space Plan, in coordination with Legislative Analysts Office and the Department of Finance, and in accordance with Public Resources Code Sections 32602 and 33208.
25%	Oversees and organizes complex projects to present to the RMC Board for approval by preparing agendas, staff reports, letters, project plans, maps, and resolutions to deliver accurate and timely information, ensuring the task list, timeline, funding sources and long-term monitoring meet the project goals and objectives, supporting the appropriate development and administration of grant contracts with local government jurisdictions, non profit organizations and others in order to ensure completed projects and contact terms are consistent with applicable laws and goals of the project.
20%	Assesses project opportunities within the RMC territory and ensures protection of critical resources

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	by participating in the identification, development, and monitoring of habitat, natural resource and multi-benefit projects relating to listed species and mitigation, and working with local joint power authorities, property owners, cities, non-profit groups, elected officials, and community support groups on land acquisition, conservation banking, watershed protection and restoration, water quality and land stewardship in order to ensure project funding with natural resources, as well as the acquisition, restoration, trail alignment or monitoring of endangered species and special status resources consistent with the values of RMC Open Space Plan and multi-species conservation planning.
10%	Assures the RMC coordinates its legislatively mandated statewide reporting requirements with other state agencies for matters including but not limited to: language surveys, contract compliance, and other required reports for bond funds to ensure there is consistent and transparent communication between these state agencies. Coordinates the preparation of agreements and grant applications by delegating tasks between departments, consistent with project plans and timelines in order to ensure timely submission of documents.
10%	Coordinates and responds to various entities on behalf of RMC by preparing responses to requests from state agencies, legislators, government agencies, organizations and the public, and interacting with all governmental agencies, the general public, and private and public groups with interest in the preservation and recreational enjoyment of natural resources within RMC's territory, in order to ensure natural resource protection and parkland stewardship consistent with RMC's Open Space Plan. Promotes good public relations between RMC and the general public and private entities by planning and attending dedications, public conferences, and other related public events, and attending conferences relevant to RMC that may require answering questions from the press regarding RMC business matters, and making appearances at public hearings and presentations at weekend community events when required. Coordinates and provides support to various RMC partnerships, including joint power authorities of which the RMC is a participating entity.
5%	Monitors and organizes urban development proposals within the RMC territory by preparing written comments to state and local government and regulatory agencies and presenting them in public hearings and meetings on behalf of the RMC, and drafting correspondence to developers and their representatives about RMC issues with proposed developments, to assure proper and effective coordination with other agencies and organizations involved with the preservation of land consistent with the RMC Open Space Plan.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Performs other duties as required in alignment with the Associate Governmental Program Analyst Class Specifications.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

This position is eligible for hybrid telework in accordance with Statewide Telework Policy and requires reporting in person at the RMC office a minimum of four days a week or more, based on the business needs of the RMC. The successful candidate must reside in California upon appointment.

Daily use of laptop computers, phone, copiers, and general office equipment, and related software applications and the Internet.

Professional office environment working in standard office configuration, executive offices and cubicles.

Fast-paced work environment with competing priorities and tight deadlines.
Approximately 0-15% in-state travel required for site visits, conferences, and other position-related meetings via car, air, and public transit as permitted under public health guidelines.

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

I have discussed with my supervisor and understand the duties of the position and have received a copy of the duty statement.

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED
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I have discussed the duties of the position with the employee and certify the duty statement is an accurate description of the essential functions of the position.

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED
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