

STATE OF CALIFORNIA
DUTY STATEMENT
(07/14)

STATE COASTAL CONSERVANCY

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		Effective Date:
1. OFFICE State Coastal Conservancy	POSITION NUMBER (Agency - Unit - Class - Serial) 536-200-4809-XXX	
2. HEADQUARTER LOCATION Oakland, CA	3. CLASS TITLE Conservancy Program Development Analyst II -- (CPDA II)	
4. WORKING HOURS/SCHEDULE TO BE WORKED 8:00 a.m. to 5:00 p.m., Monday to Friday	5. SPECIFIC LOCATION ASSIGNED TO N/A	
6. PROPOSED INCUMBENT (If known)	7. CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 536-200-4809-XXX	

All employees are expected to work cooperatively with others; maintain regular, consistent and predictable attendance; possess integrity, initiative, dependability and good judgment.

8. BRIEFLY (1 - 3 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the general direction and guidance of the Regional Manager or Deputy Regional Manager, incumbent will help administer grant programs and projects, including habitat restoration and enhancement, public access, open space conservation, sea level rise adaptation, urban greening and "Explore the Coast" projects in the South Coast region. The incumbent works to solicit and review grant applications, review documents related to projects, write and present staff recommendations for Conservancy Board approval, develop grant agreements in cooperation with legal staff, ensure that all conditions of the grant agreement are met, review invoices, and monitor progress of projects. The incumbent works as part of a regional team at the Conservancy and works with grantees, partner agencies and organizations, tribes, and community groups to support planning and implementation of these projects. Incumbent's duties reflect the priorities identified in SCC's Strategic Plan.

9. Percentage of time performing duties

10. 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. (Use additional sheet if necessary)

45%

In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. Employees are expected to provide all members of the public with equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.

In the effort to develop and implement programs and projects dealing with coastal agricultural land preservation, restoration, resource protection and enhancement, urban waterfront restoration, the development of public access ways along the California coast, and helping communities address the effects of climate change, the following duties are assigned. Percentages indicate the frequency of the task on an annual basis.

ESSENTIAL FUNCTIONS

Manage Projects and Related Grants and Contracts

Manage grants and contracts related to approved projects. Ensure compliance with the terms and conditions of the contracts and grants by all parties. Maintain communication with grantees and other partners to ensure best possible outcomes. Manage projects independently, including leading or participating in collaborative teams. Ensure project tasks, schedules, and objectives are being met. Determine how to address issues as they arise and then take action independently.

11. SUPERVISOR'S STATEMENT: **I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE**

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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12. EMPLOYEE'S STATEMENT: **I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT**

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 to balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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DUTY STATEMENT

GS 907T (REV. 03/03)

9. Percentage of time performing duties	10. 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 additional sheet if necessary)</i>
40%	Project Initiation and Development Respond independently to requests for assistance from the public, local governments, state agencies, and nonprofit organizations. Work independently with partners to understand regional project needs. Analyze proposals, gather information, inspect sites, meet with local governments, developers, and others to develop projects. Evaluate feasibility, assist with scoping, help define objectives and set schedules, and help develop partnerships and funding strategies. Provide technical assistance to grantees and partners to develop projects and receive funding from the Conservancy. Prepare project recommendations to managers and present projects to the Board of Directors.
10%	General and Administrative Responsibilities Comply with State and Coastal Conservancy rules, policies and standards, such as working the scheduled hours, submitting timesheets with proper program information, travel claims, and other forms timely. Work cooperatively with project and administrative staff.
<u>5%</u>	Diversity, Equity, and Inclusion Participate in professional development trainings, as well as tasks, trainings and activities that support programmatic and workplace diversity, equity, and inclusion. Other related duties as assigned.
100%	

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	<p>KNOWLEDGE AND ABILITIES</p> <p>The knowledge, skills, and abilities (KSAs) of this classification build on the KSAs of the CPD series, as provided below.</p> <p><u>CPDA I</u></p> <p>Knowledge of: The principles and practices of economics to evaluate the feasibility and economic impact of urban waterfront and other projects affecting coastal resources and waterfront economies; principles and practices of natural resources and land use planning to evaluate, prioritize, and structure acquisition, restoration, and access projects; the building and construction industry to review bid packages, cost estimates, and construction drawings; architectural design principles to promote excellence of design and projects which exhibit innovation in sensitively integrating human-made features into the natural coastal environment; property management to ensure stewardship of State investments and avoid liability claims; State real estate transaction procedures to ensure compliance with State law and policies and control agency oversight; environmental assessment to identify contaminant risks and liabilities during due diligence periods to protect State investments; the policies and procedures of the California Coastal Commission, San Francisco Bay Conservation and Development Commission, and other coastal management agencies; and the policies and programs of the State Coastal Conservancy.</p> <p>Ability to: Collect, analyze, and summarize technical data to be used in evaluating proposals, preparing reports, and structuring land acquisitions; analyze situations and take effective action to ensure the interests of the Conservancy and the State are protected; establish and maintain cooperative and effective relations with those contacted in the course of work; develop, review, and guide plans and projects to completion; communicate effectively on a one-to-one basis and in group settings as well as in presentations for the purpose of obtaining information or presenting information that is clear and concise; write effectively as in the preparation of letters, reports, staff recommendations, contracts, and grant agreements; organize and utilize time management skills including the ability to balance multiple project priorities, advancing project objectives, and managing workloads effectively; use analytical skills and effective problem-solving techniques in the formulation and development of projects; create solutions to address complex resource issues; effectively present controversial matters to small and large groups for the purpose of providing information or explaining Conservancy procedures and policies; and facility with various computer software programs such as Word, Excel, PowerPoint, and Outlook.</p> <p><u>CPDA II</u></p> <p>Knowledge of: All of the above, 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 coastal restoration; tax-free exchanges of land for restoration and enhancement of significant coastal areas; tax-free exchanges, option agreements, conservation easements, installment sales, leasebacks, or exchanges to structure and execute the most complex land transactions; utilization of State and Federal tax laws to increase project feasibility; 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.</p>

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	<p>KNOWLEDGE AND ABILITIES (continued)</p> <p>Ability to: All of the above, and 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 coastal and San Francisco Bay Area 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.</p> <p>DESIRABLE QUALIFICATIONS</p> <ul style="list-style-type: none"> • Good organizational and analytical skills. • Sound written and verbal presentation skills. • Ability to take initiative, work independently, and work effectively as part of a team. • Experience working with diverse audiences and responding to concerns and issues, through either work or lived experience. • Experience managing projects, partnerships, and professional relationships. • Experience developing budgets, analyzing funding needs and tracking expenditures; possess spreadsheet proficiency. • Demonstrated ability to communicate Conservancy work through avenues such as conference and meeting presentations. • Ability to apply for, secure, and manage outside grants. • Possess a valid California Drivers' License, Class C; have a good driving record. <p>INTERPERSONAL SKILLS</p> <ul style="list-style-type: none"> • Display good interaction skills and interact successfully in a team environment. • Communicate successfully in a diverse community. • Communicate effectively with individuals from varied experiences, perspectives and backgrounds, which may involve some exposure to aggressive clientele or adversarial conditions. • Deal with individuals with a range of moods and behaviors in a tactful, congenial, personal manner so as not to alienate or antagonize them. <p>WORKING CONDITIONS</p> <ul style="list-style-type: none"> • Indoor work is common, although outdoor work may be required to inspect sites. • Operating a computer system is essential to perform duties. • Will need to sit or stand for long periods. • Work may require repetitive movements in the performance of daily duties. • May need to stoop, bend, reach, lift, twist, turn, kneel, squat, or grasp. • Travel to meetings and project sites may be required during project development, management, and/or monitoring. • Work environment may involve a range of climatic and physical conditions such as exposure to rain, heat, cold, fumes, dust, air contaminants, stinging insects, poison oak, and rattlesnakes. • Work environment may involve some exposure to hazards or physical risks, which will require following basic safety precautions; may need to work around water or ambulate on uneven and/or slippery surfaces. • Work may involve dealing with a range of traffic conditions. • Work hours may be varied and may require overtime. <p><i>Some of the above requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.</i></p>

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	<p><u>Reading:</u> Understand and use written information that may be presented in a variety of formats, such as text, tables, lists, figures, and diagrams; select reading strategies appropriate to the purpose, such as skimming for highlights, reading for detail, reading for meaning, and critical analysis.</p> <p><u>Writing:</u> Express ideas and information in written form clearly, succinctly, accurately, and in an organized manner; use English language conventions of spelling, punctuation, grammar, and sentence and paragraph structure; and tailor written communication to the intended purpose and audience.</p> <p><u>Mathematics:</u> Understand, interpret, and manipulate numeric or symbolic information; solve problems by selecting and applying appropriate quantitative methods such as arithmetic, quantitative reasoning, estimation, measurement, probability, statistics, algebra, geometry, and trigonometry.</p> <p><u>Organizing and planning:</u> Organize and structure work for effective performance and goal attainment; set and balance priorities; anticipate obstacles; formulate plans consistent with available human, financial, and physical resources; modify plans or adjust priorities given changing goals or conditions.</p> <p><u>Using social skills:</u> Interact with others in ways that are friendly, courteous, and tactful and that demonstrate respect for individual and cultural differences and for the attitudes and feelings of others.</p> <p><u>Adaptability:</u> Change one's own behavior or work methods to adjust to other people or to changing situations or work demands; be receptive to new information, ideas, or strategies to achieve goals.</p> <p><u>Working in teams:</u> Work cooperatively and collaboratively with others to achieve goals by sharing or integrating ideas, knowledge, skills, information, support, resources, responsibility, and recognition.</p> <p><u>Leading others:</u> Motivate, inspire, and influence others toward effective individual or team work performance, goal attainment, and personal learning and development by serving as a mentor, coach, and role model and by providing feedback and recognition or rewards.</p> <p><u>Building consensus:</u> Build consensus among individuals or groups by facilitating agreements that involve sharing or exchanging resources or resolving differences in such a way as to promote mutual goals and interests; by persuading others to change their point of view or behavior without losing their future support; and by resolving conflicts, confrontations, and disagreements while maintaining productive working relationships.</p> <p><u>Self and career development:</u> Identify own work and career interests, strengths, and limitations; pursue education, training, feedback, or other opportunities for learning and development; manage, direct, and monitor one's own learning and development.</p> <p><u>Listening:</u> Attend to, receive, and correctly interpret verbal communications and directions through cues such as the content and context of the message and the tone, gestures, and facial expressions of the speaker.</p> <p><u>Speaking:</u> Express ideas and facts orally in a clear and understandable manner that sustains listener attention and interest; tailor oral communication to the intended purpose and audience.</p>

	<p><u>Using information and communications technology:</u> Select, access, and use necessary information, data, and communications-related technologies, such as basic personal computer applications, telecommunications equipment, Internet, electronic calculators, voice mail, email, facsimile machines, and copying equipment to accomplish work activities.</p> <p><u>Gathering and analyzing information:</u> Obtain facts, information, or data relevant to a particular problem, question, or issue through observation of events or situations, discussion with others, research, or retrieval from written or electronic sources; organize, integrate, analyze, and evaluate information.</p> <p><u>Analyzing and solving problems:</u> Anticipate or identify problems and their causes; develop and analyze potential solutions or improvements using rational and logical processes or innovative and creative approaches when needed.</p> <p><u>Making decisions and judgments:</u> Make decisions that consider relevant facts and information, potential risks, and benefits, and short- and long-term consequences or alternatives.</p>

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8. BRIEFLY (1 - 3 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the general direction and guidance of a Regional Manager or Deputy Regional Manager, incumbent will help administer grant programs and projects for the South Coast Program under the general themes of habitat restoration or enhancement, public access, open space protection, sea level rise adaptation, agricultural preservation, and "Explore the Coast." Incumbent will work with public agencies, nonprofit organizations, and others to identify opportunities to achieve Coastal Conservancy objectives, and support planning and implementation of these projects. Incumbent's duties reflect the priorities identified in the Conservancy's Strategic Plan. The work produced by the CPDA I will be reviewed by the Regional Manager or produced with the assistance or guidance of a Conservancy Project Development Manager (CPDM), or Conservancy Project Development Specialist (CPDS).

9. Percentage of time performing duties

10. 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. (Use additional sheet if necessary)

45%

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In the effort to develop and implement programs and projects dealing with restoration, resource protection and enhancement, coastal agricultural land preservation, urban waterfront restoration, the development of public access ways along the California coast, and helping communities address the effects of climate change, the following duties are assigned. Percentages indicate the frequency of the task on an annual basis.

ESSENTIAL FUNCTIONS**Project-Related Management**

Develop and manage contract and grant agreements related to own projects, including follow-up to ensure compliance with terms of contracts and/or grants and invoice review and approval. Maintain communication with grantees and consultants to ensure best possible outcomes and participate in meetings related to projects.

11. SUPERVISOR'S STATEMENT: **I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE**

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE

12. EMPLOYEE'S STATEMENT: **I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT**

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EMPLOYEE'S SIGNATURE

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40%	<p>Project Development Evaluate proposed projects to conserve land, restore habitats, adapt to climate change, increase public access and recreational facilities, conserve working lands, and to achieve other Coastal Conservancy objectives. Perform feasibility analyses, gather necessary information, travel as necessary to make site inspections and/or to meet with local governments, developers, and others during project development. Prepare staff recommendations, present projects at Board meetings.</p>
10%	<p>General and Administrative Responsibilities Comply with State and Coastal Conservancy rules, policies and standards, such as working the scheduled hours, submitting timesheets with proper program information, travel claims, and other forms timely. Work cooperatively with project and administrative staff.</p>
<u>5%</u>	<p>Diversity, Equity, and Inclusion Participate in professional development trainings, as well as tasks, trainings and activities that support programmatic and workplace diversity, equity, and inclusion. Other related duties as assigned.</p>
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	<p>KNOWLEDGE, SKILLS AND ABILITIES</p> <p><i>Knowledge of:</i> The principles and practices of economics to evaluate the feasibility and economic impact of urban waterfront and other projects affecting coastal resources and waterfront economies; principles and practices of natural resources and land use planning to evaluate, prioritize, and structure acquisition, restoration, and access projects; the building and construction industry to review bid packages, cost estimates, and construction drawings; architectural design principles to promote excellence of design and projects which exhibit innovation in sensitively integrating human-made features into the natural coastal environment; property management to ensure stewardship of State investments and avoid liability claims; State real estate transaction procedures to ensure compliance with State law and policies and control agency oversight; environmental assessment to identify contaminant risks and liabilities during due diligence periods to protect State investments; the policies and procedures of the California Coastal Commission, San Francisco Bay Conservation and Development Commission, and other coastal management agencies; and the policies and programs of the State Coastal Conservancy.</p> <p><i>Ability to:</i> Collect, analyze, and summarize technical data to be used in evaluating proposals, preparing reports, and structuring land acquisitions; analyze situations and take effective action to ensure the interests of the Conservancy and the State are protected; establish and maintain cooperative and effective relations with those contacted in the course of work; develop, review, and guide plans and projects to completion; communicate effectively on a one-to-one basis and in group settings as well as in presentations for the purpose of obtaining information or presenting information that is clear and concise; write effectively as in the preparation of letters, reports, staff recommendations, contracts, and grant agreements; organize and utilize time management skills including the ability to balance multiple project priorities, advancing project objectives, and managing workloads effectively; use analytical skills and effective problem-solving techniques in the formulation and development of projects; create solutions to address complex resource issues; effectively present controversial matters to small and large groups for the purpose of providing information or explaining Conservancy procedures and policies; and facility with various computer software programs such as Word, Excel, PowerPoint, and Outlook.</p> <p>DESIRABLE QUALIFICATIONS</p> <ul style="list-style-type: none"> • Good organizational and analytical skills. • Sound written and verbal presentation skills. • Ability to take initiative, work independently, and work effectively as part of a team. • Experience working with diverse audiences and responding to concerns and issues, through either work or lived experience. • Experience managing projects, partnerships, and professional relationships. • Experience developing budgets, analyzing funding needs and tracking expenditures; possess spreadsheet proficiency. • Demonstrated ability to communicate Conservancy work through avenues such as conference and meeting presentations. • Ability to apply for, secure, and manage outside grants. • Possess a valid California Drivers' License, Class C; have a good driving record.

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	<p>INTERPERSONAL SKILLS</p> <ul style="list-style-type: none">• Display good interaction skills and interact successfully in a team environment.• Communicate successfully in a diverse community.• Communicate effectively with individuals from varied experiences, perspectives and backgrounds, which may involve some exposure to aggressive clientele or adversarial conditions.• Deal with individuals with a range of moods and behaviors in a tactful, congenial, personal manner so as not to alienate or antagonize them. <p>WORKING CONDITIONS</p> <ul style="list-style-type: none">• Indoor work is common, although outdoor work may be required to inspect sites.• Operating a computer system is essential to perform duties.• Will need to sit or stand for long periods.• Work may require repetitive movements in the performance of daily duties.• May need to stoop, bend, reach, lift, twist, turn, kneel, squat, or grasp.• Travel to meetings and project sites may be required during project development, management, and/or monitoring.• Work environment may involve a range of climatic and physical conditions such as exposure to rain, heat, cold, fumes, dust, air contaminants, stinging insects, poison oak, and rattlesnakes.• Work environment may involve some exposure to hazards or physical risks, which will require following basic safety precautions; may need to work around water or ambulate on uneven and/or slippery surfaces.• Work may involve dealing with a range of traffic conditions.• Work hours may be varied and may require overtime. <p><i>Some of the above requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.</i></p>

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Mathematics: Understand, interpret, and manipulate numeric or symbolic information; solve problems by selecting and applying appropriate quantitative methods such as arithmetic, quantitative reasoning, estimation, measurement, probability, statistics, algebra, geometry, and trigonometry.

Organizing and planning: Organize and structure work for effective performance and goal attainment; set and balance priorities; anticipate obstacles; formulate plans consistent with available human, financial, and physical resources; modify plans or adjust priorities given changing goals or conditions.

Using social skills: Interact with others in ways that are friendly, courteous, and tactful and that demonstrate respect for individual and cultural differences and for the attitudes and feelings of others.

Adaptability: Change one's own behavior or work methods to adjust to other people or to changing situations or work demands; be receptive to new information, ideas, or strategies to achieve goals.

Working in teams: Work cooperatively and collaboratively with others to achieve goals by sharing or integrating ideas, knowledge, skills, information, support, resources, responsibility, and recognition.

Leading others: Motivate, inspire, and influence others toward effective individual or team work performance, goal attainment, and personal learning and development by serving as a mentor, coach, and role model and by providing feedback and recognition or rewards.

Building consensus: Build consensus among individuals or groups by facilitating agreements that involve sharing or exchanging resources or resolving differences in such a way as to promote mutual goals and interests; by persuading others to change their point of view or behavior without losing their future support; and by resolving conflicts, confrontations, and disagreements while maintaining productive working relationships.

Self and career development: Identify own work and career interests, strengths, and limitations; pursue education, training, feedback, or other opportunities for learning and development; manage, direct, and monitor one's own learning and development.

Listening: Attend to, receive, and correctly interpret verbal communications and directions through cues such as the content and context of the message and the tone, gestures, and facial expressions of the speaker.

Speaking: Express ideas and facts orally in a clear and understandable manner that sustains listener attention and interest; tailor oral communication to the intended purpose and audience.

Using information and communications technology: Select, access, and use necessary information, data, and communications-related technologies, such as basic personal computer applications, telecommunications equipment, Internet, electronic calculators, voice mail, email, facsimile machines, and copying equipment to accomplish work activities.

Gathering and analyzing information: Obtain facts, information, or data relevant to a particular problem, question, or issue through observation of events or situations, discussion with others, research, or retrieval from written or electronic sources; organize, integrate, analyze, and evaluate information.

Analyzing and solving problems: Anticipate or identify problems and their causes; develop and analyze potential solutions or improvements using rational and logical processes or innovative and creative approaches when needed.

Making decisions and judgments: Make decisions that consider relevant facts and information, potential risks and benefits, and short- and long-term consequences or alternatives.