

RPA NUMBER 29205	DGS DIVISION / OFFICE or CLIENT AGENCY SGLLA Rivers and Mountains Conservancy	
UNIT NAME	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) 100 N. Old San Gabriel Canyon Road Azusa, CA 91702	
CIVIL SERVICE CLASSIFICATION Associate Governmental Program Analyst	POSITION NUMBER 570-001-5393-XXX	CBID R01
POSITION ELIGIBLE FOR TELEWORK: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	PROBATIONARY PERIOD <input checked="" type="checkbox"/> 6 Months <input type="checkbox"/> 12 Months <input type="checkbox"/> N/A	WORK WEEK GROUP 2
WORK SCHEDULE (DAYS / HOURS) Monday - Friday / 8:00 am - 5:00 pm	TENURE Permanent	
WORKING TITLE Conservancy Project Analyst	TIMEBASE Full-time	
DESIGNATED POSITION FOR CONFLICT OF INTEREST (COI): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	BILINGUAL POSITION: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LANGUAGE NEEDED: <input type="checkbox"/> Verbal <input type="checkbox"/> Written Proficiency language in: _____	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

**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 Staff Services Manager (SSM) II-Mgr, the Associate Governmental Program Analyst (AGPA) for the San Gabriel & Lower Los Angeles (SGLLA) Rivers and Mountains Conservancy (RMC) implements the Wildfire Prevention and Resiliency Program, the Regional Forest and Fire Capacity program with the California Department of Conservation, and development and management of complex projects within the forested and other high-fire danger areas within the Conservancy's jurisdiction, requiring coordination with mid and high level staff in local and regional government agencies, districts, state, and federal agencies, elected officials, Native American Tribes, consulting firms, non-profit organizations, private landowners, and trail user groups.

<input type="checkbox"/> Medical Clearance	<input type="checkbox"/> Background Clearance	<input type="checkbox"/> Typing	<input type="checkbox"/> DMV Pull Notice	<input type="checkbox"/> Drug Testing
<b>SPECIAL REQUIREMENTS</b> <input type="checkbox"/> Vehicle Home Storage Permit	<input type="checkbox"/> Driver's License and Class (specify below in Description)	<input type="checkbox"/> Certificate (specify below in Description)		
<input type="checkbox"/> Professional License (specify below in Description)		<input type="checkbox"/> Other (specify below in Description)		

Telework  
The employee must reside in California.

**ESSENTIAL FUNCTIONS**

PERCENTAGE	DESCRIPTION
35%	Gathers, analyzes, and oversees the Conservancy's Wildfire Prevention and Resiliency Program, the Regional Forest and Fire Capacity program with the California Department of Conservation, and enhance the region's capacity to identify, develop, and implement wildfire and forest resilience projects consistent with the California Wildfire and Forest Resilience Action Plan, Agreement for Shared Stewardship of California's Forests and Rangelands, the California Forest Carbon Plan, and Executive Order B-52-18. Builds local and regional capacity and develop, prioritize, and implement strategies and projects that create fire adapted communities and landscapes by improving ecosystem health, community wildfire preparedness, and fire resilience across the Conservancy's

**DUTY STATEMENT**

DGS OHR 907 (Rev. 7/2025)

☐ Current☒ Proposed

PERCENTAGE	DESCRIPTION
	jurisdiction, especially its forested and other high-fire danger areas. Develops written materials, budgets, and graphics to support the Conservancy wildfire resiliency reporting requirements, and outreach and communication needs. Responsible for obtaining and managing external funding sources for related programs.
30%	Maintains an array of uniquely complex projects that entail a wide range of purposes including public access and recreation; natural resource restoration and enhancement planning, design, permitting and implementation; development and implementation of nature-based infrastructure approaches and climate adaptation methods; and land acquisition and management. Requires coordination with local, state and federal regulatory agencies, agency and private land managers, research institutions, consulting firms, and nonprofit organizations. Requires development and implementation of effective stakeholder and public relations to maintain and process controversial project elements with project partners, agencies, local interest groups, elected officials, and the media. Assesses services provided by private consultants, either directly through contracts for services, or indirectly through grants.
20%	Monitors and maintains open space and 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.
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.

**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**☒ Travel (Specify the percentage in the travel box below)Travel 20 % of the time to various locations and may include overnight travel by various methods of transportation.

This position is eligible for hybrid telework in accordance with Statewide Telework Policy and requires reporting in person at the RMC office located in Azusa, CA 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.

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- Ability to travel within the RMC territory (Los Angeles and Orange Counties).
- Up to 20% 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.

**DESIRABLE QUALIFICATIONS**

- Experience and/or a degree in planning, environmental science, or natural resource management or conservation.
- Experience working with local government and nonprofit organizations.
- Experience working with underserved communities and diverse audiences and responding to concerns and issues through either work or lived experience.
- Project planning and project management experience in conservation, open space, climate or wildfire resiliency.
- Experience with acquisitions, development, or construction projects.
- Public speaking experience.
- Knowledge of environmental concepts and practices, the California Environmental Quality Act (CEQA) and environmental permitting.
- Experience organizing and facilitating multi-organizational meetings and teams to achieve specific goals.
- Work with a high level of autonomy and independent action
- Advanced knowledge of Microsoft Office (Word, Excel, Outlook, Teams, PowerPoint).
- Knowledge of geographic information systems (GIS).

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 these duties with my supervisor and have received a copy of the duty statement. I have read and understand the duties and essential functions listed above and I am able to complete the essential functions with or without a reasonable accommodation. (If you believe you need a reasonable accommodation or you are unsure if you need a reasonable accommodation, please inform the hiring manager and contact the Reasonable Accommodation Unit at [reasonableaccommodation@dgs.ca.gov](mailto:reasonableaccommodation@dgs.ca.gov))*

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 represents an accurate description of the essential functions of the position. I have provided the employee with a copy of this duty statement.*

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED
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