



DUTY STATEMENT

BRANCH STATE PLANNING AND POLICY DEVELOPMENT		POSITION NUMBER (Agency – Unit – Class – Serial) 368-695-3875-001			<input type="checkbox"/> CURRENT <input checked="" type="checkbox"/> PROPOSED	
PROGRAM POLICY		CLASSIFICATION TITLE STAFF AIR POLLUTION SPECIALIST				
SECTION/UNIT (If applicable) JUDICIAL STREAMLINING		WORKING TITLE Policy Innovation Team Lead				
REGIONAL HUB Sacramento		COI Yes	WWG 2	CBID R09	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 (SGC), 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 general direction of the Policy Unit Program Manager, the Staff Air Pollution Specialist (Policy Innovation Team Lead) serves as the senior staff member of the Policy Innovation Team and oversees the work product of up to three professional level analysts. The incumbent manages the production of the Environmental Goals and Policy Report (EGPR), a foundational document that governs statewide policy related to environmental protection and economic justice. This includes overseeing production of the report, digital dashboard, implementation and tracking processes, and any external events and engagement activities. Special projects overseen by this position could include:

- Event planning and coordination for the bi-annual Summer Summit event series.
- Coordination with the arts community for interactive and inspiring depictions of California's future.
- Assist with implementation of the Governor's Executive Orders related to infill housing and fire recovery efforts.
- Oversee work conducted by universities and private contractors related to future visioning, bioregional planning and regenerative development.
- Assist with regional convenings across the state to solicit policy recommendations related to climate, energy, and land use.
- Coordinate statewide efforts related to environmental and economic justice.



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% 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>Project Oversight and Coordination</p> <p>As the lead for the Policy Innovation Team, provide guidance to team members on:</p> <ul style="list-style-type: none"> • The development and implementation of the Environmental Goals and Policy Report (EGPR), ensuring alignment with statewide economic, climate, equity, and land use priorities. • Timely and high-quality deliverables that can include but are not limited to reports, communication materials, engagement, and technical assistance. • Review of materials to align with the standard internal procedures. <p>Assist cross collaboratively with work on the CEQA Policy and Planning Teams to review technical reports and with judicial streamlining application review of sufficient mitigation of impacts to disadvantaged communities.</p>
35%	<p>Policy Development</p> <p>Oversee work conducted by universities and private contractors related to future visioning, bioregional planning, and regenerative development.</p> <p>Assist in the implementation of Governor's Executive Orders related to infill housing and fire recovery efforts, including research, coordination, and policy analysis.</p> <p>Provide strategic input on emerging policy issues and contribute to the development of innovative, equity-centered solutions.</p> <p>Ensure deliverables, internal and external, meet quality standards and align with the Policy Unit's goals and values.</p>
25%	<p>Event Coordination, Engagement Outreach, and External Partnerships</p> <p>Work closely with the Program Manager, Deputy Director and other LCI team members to:</p> <ul style="list-style-type: none"> • Plan and coordinate the bi-annual Summer Summit event series, including agenda development, speaker coordination, and other logistics. Collaborate with the arts community to create interactive and inspiring depictions of California's future, integrating creative storytelling into policy engagement. • Coordinate regional convenings across the state to gather input and policy recommendations from diverse stakeholders on climate, energy, and land use to include agenda development, partner coordination, and other logistical support. • Provide support, as needed and appropriate, throughout various engagement efforts including but not limited to work with Tribal, Priority Population, and other communities throughout California. • Tiering from guidance developed from the Racial Equity Commission, LCIs Tribal Liaison, and other relevant guidance, develop promising practices for the Policy Unit to better engage with community partners.



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	MARGINAL FUNCTIONS
5%	Perform other job-related duties as required.

KNOWLEDGE AND ABILITIES

Knowledge of: California's land use, climate policy, and environmental justice frameworks, including familiarity with the Environmental Goals and Policy Report (EGPR), CEQA, and relevant Executive Orders. Knowledge of bioregional planning, regenerative development, and equity-centered policy approaches is essential. Experience working with academic institutions, contractors, and community-based organizations is highly valued, as is an understanding of state-level planning processes, stakeholder engagement strategies, and the intersection of climate, housing, and infrastructure policy. Familiarity with racial equity principles, tribal engagement practices, and creative approaches to public policy communication, such as arts-based storytelling, will enhance the candidate's effectiveness in this role.

Ability to: Demonstrate strong project management skills, with the ability to guide a multidisciplinary team in producing high-quality, timely deliverables. They should be adept at synthesizing complex policy issues, facilitating cross-sector collaboration, and managing multiple concurrent projects with attention to detail and strategic alignment. The role requires excellent communication and engagement skills, including the ability to plan and execute large-scale events, coordinate with diverse stakeholders, and translate technical content into accessible formats. A proactive, solutions-oriented mindset and the ability to adapt quickly to evolving policy priorities are critical for success in this dynamic and fast-paced environment.

DESIRABLE QUALIFICATIONS:

- Experience working with environmental justice, disadvantaged, Tribal, or other Priority Populations in California on Environmental, Housing, and Economic Policy.
- Knowledge of strategies for reducing impacts to environmental justice communities and related mitigation measures efficacy utilized under CEQA.
- Commitment to serving California's diverse communities through the administration of the program and create a work environment that celebrates diverse backgrounds, cultures, and personal experiences.
- Demonstrated success in leading or supporting public engagement initiatives, particularly with historically underserved or priority populations.
- Familiarity with California state government operations, including legislative and budget processes.
- Proficiency in data visualization, digital storytelling, or other creative communication tools.
- Experience working in or with interdisciplinary teams that integrate planning, environmental, and equity perspectives.
- Strong writing and editing skills, with the ability to tailor content for diverse audiences.

SPECIAL PERSONAL REQUIREMENTS:

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

SPECIAL PHYSICAL CHARACTERISTICS: Persons appointed to this position must be reasonably expected to lift, carry, push, pull, or otherwise move object 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. Occasional/overnight travel up to 15% 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 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

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