



DUTY STATEMENT

BRANCH STATE PLANNING AND POLICY DEVELOPMENT		POSITION NUMBER (Agency – Unit – Class – Serial) 368-508-3887-002		☒ CURRENT ☐ PROPOSED	
PROGRAM POLICY		CLASSIFICATION TITLE Air Pollution Specialist			
SECTION/UNIT (If applicable) JUDICIAL STREAMLINING		WORKING TITLE Environmental Policy Specialist			
REGIONAL HUB Sacramento		COI Yes	WWG 2	CBID R09	TENURE P
		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.			

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 programs include 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 and sense of humor. This position is in the Policy Unit of LCI, which includes the CEQA Policy, Policy Innovation, and Planning Teams. Proven commitment to creating a work environment that celebrates diverse backgrounds, cultures, and personal experiences.

GENERAL STATEMENT

Under the close supervision of the Policy Unit Manager, the Air Pollution Specialist (Environmental Policy Specialist) primarily provides support on the implementation of the California Environmental Quality Act (CEQA).

This includes providing technical analysis and guidance to support implementation of the CEQA Judicial Streamlining Program, which combines both the SB 7 Environmental Leadership Development Project Program and the SB 149 Infrastructure Streamlining Program. Judicial Streamlining Program staff assist the Governor in determining if the statutory criteria for certification have been met. If a project has been certified by the Governor for judicial streamlining and a CEQA lawsuit is filed, the courts must use expedited rules of court that reduce the time of the litigation to approximately 9 months. The Environmental Policy Specialist reviews judicial streamlining applications to assist in making a recommendation to the Governor's Office about whether the statutory requirements have been met, checks for technical accuracy, and identifies feasible mitigation measures.

The Environmental Policy Specialist supports the broader Policy Unit on developing various CEQA Technical Advisories, assisting with the update of the CEQA Guidelines, and other CEQA policy-related efforts. To fulfill these duties, knowledge and expertise of carbon sequestration, including soil health and living systems is desired. Familiarity with the principles of greenhouse gas (GHG) emissions quantification or inventories is a plus.

The Environmental Policy Specialist supports the advancement of broad State goals and priorities in this role, including ecosystem and environmental health, climate change mitigation and GHG reduction, infill development, improved transportation efficiency (with respect to vehicle miles traveled), housing production and affordability, economic development and shared prosperity, climate resiliency, and social and racial equity.



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%	Provides support for the Judicial Streamlining Program established by SB 7 (Atkins, 2021) and SB 149 (Caballero, 2023), including guidance to applicants about quantifying a projects' GHG emissions, identifying feasible mitigation, and meeting requirements concerning mitigation prioritization. Reviews draft and final application materials to determine whether applicant projects meet the applicable requirements. Contributes to and participates in meetings or other communications with Judicial Streamlining Program applicants or other interested parties.
30%	Supports the Policy Unit in various CEQA Policy efforts including but not limited to CEQA Guidelines Updates, development of CEQA Technical Advisories, review of General Plan Guidelines and Legislative bill analysis that pertain to CEQA.
15%	Coordinates and collaborates with other state agencies, and public and private organizations through participation on technical committees or related efforts focused on CEQA implementation. This may include preparing and giving presentations, participating in or facilitating workgroup discussions, and working collaboratively with other staff members. Assists with planning, organizing, and implementing programs and special assignments.
15%	Supports the CEQA Policy Team Lead in conducting technical analyses for inquiries related to air quality, GHGs, transportation, land use, and other CEQA resource areas; climate action planning; mitigation; and other planning-related topics. Includes literature reviews; the application of scientific principles to the collection, analysis and interpretation of data and studies; and coordination with representatives of public agencies and private organizations to confirm best practices and methodologies.
	MARGINAL FUNCTIONS
5%	Perform other job-related duties as required.

KNOWLEDGE AND ABILITIES

Knowledge of: The California Environmental Quality Act (CEQA), environmental planning and policy, climate change research and analysis, climate action planning, air quality and climate mitigation, soil health and living systems, legislative processes.

Ability to: Review environmental analyses, conduct research, draft technical guidance and reports.

DESIRABLE QUALIFICATIONS:

- Demonstrated expertise in state and/or local programs and policies related to land use planning, regional planning, sustainability and climate change.
- Experience conducting air quality, GHG, and/or environmental analyses used in the preparation of environmental documents required for CEQA compliance.
- Knowledge of soil science and the study of living systems (water, nitrogen, carbon).



DUTY STATEMENT

- Demonstrated knowledge and experience addressing and integrating equity considerations in the context of planning.
- Qualitative and quantitative research skills, including the ability to conduct technical analysis, key informant interviews, synthesize existing research, design data collection mechanisms, conduct literature review, and write reports.
- Familiarity with the principles of regeneration in relation to ecosystem health.
- Demonstrated knowledge of emissions inventories, GHG quantification and mitigation guidance, and scientific principles of climate change and air pollution.
- Excellent verbal and written communication skills and an ability to communicate to diverse audiences.
- Experience managing a deadline-driven, collaborative process with multiple partners.
- 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, proactive, 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:

- Ability to maintain consistent attendance
- Ability to demonstrate punctuality, initiative, and dependability

SPECIAL PHYSICAL CHARACTERISTICS:

Persons appointed to this position must be reasonably expected to lift, carry, push, pull, or otherwise move objects 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.

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