

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current☒ Proposed

RPA NUMBER 30829	DGS DIVISION / OFFICE or CLIENT AGENCY Executive Office - Office of Sustainability	
UNIT NAME Admin, Policy and Research	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) 707 3rd Street, West Sacramento, CA 95605	
CIVIL SERVICE CLASSIFICATION Analyst II	POSITION NUMBER 306-634-5393-702	CBID R01
POSITION ELIGIBLE FOR TELEWORK: ☒ Yes ☐ No	PROBATIONARY PERIOD ☐ 6 Months ☒ 12 Months ☐ N/A	WORK WEEK GROUP 2
WORK SCHEDULE (DAYS / HOURS) Monday through Friday / 8:00 AM to 5:00 PM	TENURE Permanent	
WORKING TITLE Sustainability Analyst	TIMEBASE Full Time	
DESIGNATED POSITION FOR CONFLICT OF INTEREST (COI): ☐ Yes ☒ No	BILINGUAL POSITION: ☐ Yes ☒ No LANGUAGE NEEDED: ☐ Verbal ☐ Written Proficiency language in: _____	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

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

The Department of General Services (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.

POSITION CONCEPT

Under the general direction of the Admin, Research and Policy Manager, this position independently performs a variety of analytical and project support tasks, displaying knowledge skills and abilities in sustainability theory, principles and practices that pertain to and public administration, as well as continuing awareness of the sustainability policy landscape, and knowledge of state agency organization, and administration rules and requirements.

☐ Medical Clearance ☐ Background Clearance ☐ Typing ☐ DMV Pull Notice ☐ Drug Testing
☐ Vehicle Home Storage Permit ☐ Driver's License and Class (specify below in Description) ☐ Certificate (specify below in Description)
☐ Professional License (specify below in Description) ☐ Other (specify below in Description)

SPECIAL REQUIREMENTS

Telework

The employee must reside in California.

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
25%	Conducts detailed tracking, benchmarking, and analysis of statewide energy and water consumption data; evaluates cost effective strategies, technologies, and operational improvements that advance energy efficiency, water conservation, and sustainability performance; and uses analytical software tools to model impacts, compare alternatives, and develop recommendations that support compliance with State Sustainability Executive Orders, climate mandates, and departmental sustainability objectives. Provides training and guidance to state agencies to support their efforts.
25%	Performs analytical work to support implementation and updating of the Department's Sustainability Roadmap by evaluating statewide energy, water, clean transportation, and green building initiatives; conducts intermediate level analysis of operational and environmental

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PERCENTAGE	DESCRIPTION
	performance data; prepares policy options and contributes to program recommendations; and collaborates with internal programs and external agencies to advance energy efficiency projects, renewable energy strategies, environmentally preferable purchasing, and climate adaptation measures. Develops reports, guidance materials, and decision support analyses to assist management in aligning programs with statewide sustainability goals.
15%	Researches and analyzes emerging best practices, technologies, regulatory trends, and market developments affecting statewide sustainability and facility management programs; synthesizes findings into clear documentation and recommendations for management; and develops professional correspondence, briefing materials, and advanced data visualizations—including dashboards, spreadsheets, graphs, and charts—using established reporting tools and analytical methodologies to support program evaluation and continuous improvement.
15%	Reviews and analyzes executive orders, legislation, and statewide sustainability initiatives to determine operational, fiscal, and policy impacts on departmental programs; prepares guidance and implementation materials for staff and management; and maintains internal and public facing web content by updating sustainability, compliance, and program information to ensure accuracy and alignment with State Green Executive Orders, climate initiatives, and statutory requirements.
10%	Supports statewide green energy and sustainability programs by conducting research, surveys, and comparative analyses to identify best practices, emerging technologies, and effective operational models; evaluates legislative and market changes that may affect funding programs; and drafts, reviews, and refines contract documents that define roles, responsibilities, and performance expectations for the department, client agencies, loan recipients, and other program participants.
10%	Develops and refines sustainability policies, procedures, and program improvements by conducting research, analyzing expense and program data, and supporting the management of Office of Sustainability assets and requisitions; cultivates productive working relationships with internal and external stakeholders to support agency and statewide sustainability initiatives; and represents the Department at sustainability meetings, conferences, and related events to communicate program priorities, promote green initiatives, and strengthen stakeholder engagement.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS☐ Travel (Specify the percentage in the travel box below)

- Works in a professional office setting
- Wears appropriate office attire and maintains a professional appearance
- Exercises sound judgment in daily tasks and interactions
- Regularly uses standard office and communication equipment, including computers, phones, copiers, and fax machines
- Work involves managing multiple tasks and meeting deadlines
- Daily and frequent use of a personal computer and various office software applications at a workstation

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- Ability to remain seated or standing for extended periods
- Ability to operate a computer and other office equipment on a daily basis
- Ability to lift and carry materials or files up to a reasonable weight

DESIRABLE QUALIFICATIONS

- Communicates effectively and fluently, both verbally and in writing, with individuals at all levels within state government
- Ability to research and analyze complex sustainability issues, synthesize findings, and present information clearly
- Ability to accept multiple assignments, prioritize workload, and meet critical deadlines
- Ability to quickly acquire technical knowledge and adapt to new policies, programs, and analytical tools
- Ability to cultivate and maintain effective working relationships with internal and external stakeholders
- Ability to make presentations to management and diverse audiences
- Experience conducting data and/or program analysis
- Proficient in Microsoft Word, Excel, PowerPoint, Access, or similar applications, with strengths in data management, visualization, and presentation design

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)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED

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

C & P APPROVED BY	DATE SIGNED

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CIVIL SERVICE CLASSIFICATION Analyst I	POSITION NUMBER 306-634-5157-xxx	CBID R01
POSITION ELIGIBLE FOR TELEWORK: ☒ Yes ☐ No	PROBATIONARY PERIOD ☐ 6 Months ☒ 12 Months ☐ N/A	WORK WEEK GROUP 2
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POSITION CONCEPT

Under the supervision of the Administrative, Research and Policy Manager, this position performs a variety of analytical and project support tasks, displaying knowledge skills and abilities in sustainability theory, principles and practices that pertain to and public administration, as well as continuing awareness of the sustainability policy landscape, and knowledge of state agency organization, and administration rules and requirements.

☐ Medical Clearance ☐ Background Clearance ☐ Typing ☐ DMV Pull Notice ☐ Drug Testing

SPECIAL REQUIREMENTS ☐ Vehicle Home Storage Permit ☐ Driver's License and Class (specify below in Description) ☐ Certificate (specify below in Description)
☐ Professional License (specify below in Description) ☐ Other (specify below in Description)

Telework

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ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
25%	Coordinates the tracking and benchmarking of energy and water usage for state facilities; assists in researching and evaluating cost effective strategies, technologies, and operational improvements that support energy efficiency, water conservation, and sustainability goals; and uses standard software tools to organize data, prepare comparisons, and support recommendations that help programs comply with State Sustainability Executive Orders and related sustainability initiatives.
25%	Assists in analytical work supporting the Department's Sustainability Roadmap by gathering and organizing data on statewide energy, water, clean transportation, and green building activities; performs preliminary analysis of operational and environmental performance metrics; drafts summaries and contributes to policy research; and coordinates with internal staff and partner agencies to support implementation of energy efficiency projects, renewable energy efforts, environmentally preferable purchasing, and climate adaptation activities. Prepares routine reports,

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	reference materials, and data summaries to support management decision making and program alignment with statewide sustainability goals.
15%	Researches best practices, technologies, regulatory trends, and market developments that affect statewide sustainability and facility management programs; summarizes findings for staff and management review; and prepares correspondence, briefing materials, and data visualizations—including dashboards, spreadsheets, graphs, and charts—using established reporting tools and guidelines to support program planning and continuous improvement.
15%	Reviews and summarizes executive orders, legislation, and sustainability initiatives to identify potential impacts on departmental operations; assists in preparing guidance for program implementation; and updates internal and public facing web content by posting sustainability, compliance, and program information to ensure materials remain current and aligned with State Sustainability Executive Orders and related mandates.
10%	Provides research support for statewide energy and sustainability programs by conducting surveys, gathering information on best practices and emerging technologies, and assisting in the development of policy, legal, and procedural documents; monitors legislative and market changes that may affect funding programs; and assists in drafting and reviewing contract documents that outline roles and responsibilities for the department, client agencies, loan recipients, and other program participants.
10%	Assists in developing sustainability policies, procedures, and program improvements by conducting research, reviewing expense and program data, and supporting the management of Office of Sustainability assets and requisitions; helps maintain productive working relationships with internal and external stakeholders; and participates in representing the Department at sustainability meetings, conferences, and related events to share program information and promote green initiatives.

MARGINAL FUNCTIONS

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