



DUTY STATEMENT

BRANCH STATE PLANNING AND POLICY DEVELOPMENT		POSITION NUMBER (Agency – Unit – Class – Serial) 368-508-3887-004			☐ CURRENT ☒ PROPOSED	
PROGRAM POLICY		CLASSIFICATION TITLE Air Pollution Specialist				
SECTION/UNIT (If applicable) CEQA Policy		WORKING TITLE Transportation Policy Specialist				
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.				

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, transportation, infrastructure development, groundwater sustainability and drought response, and resource protection. LCI's programs include State Planning and Policy Development, the Strategic Growth Council, and the 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. LCI is committed to fostering a work environment that celebrates diverse backgrounds, cultures, and personal experiences.

GENERAL STATEMENT

Under the close supervision of the Policy Unit Program Manager, the Air Pollution Specialist (Transportation Policy Specialist) provides technical analysis and guidance to support development of the Vehicle Miles Traveled (VMT) mitigation bank guidelines and on-going evaluation of the program, pursuant to AB 130 (2025). As part of this work, the Transportation Policy Specialist assists the Principal Transportation Planner in facilitating the interagency Task Force on Mitigation Banking for the purpose of developing a Statewide Mitigation Bank related to VMT impacts under the California Environmental Quality Act (CEQA). The Transportation Policy Specialist will also assist with providing general policy guidance on vehicle emission and transportation issues for LCI.

% 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. (Use addition sheet if necessary)
100%	ESSENTIAL FUNCTIONS
35%	Works closely with the Principal Transportation Planner and HCD to implement the CEQA Vehicle Miles Traveled Mitigation Bank (AB 130). This may include, but is not limited to: Collect, compile, and validate environmental and transportation data needed to assess project contributions to the Statewide VMT Mitigation Bank, including vehicle miles traveled estimates



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	and location-efficient area characteristics. • Apply scientific methods, air-quality principles, and CEQA-related analytical approaches to support LCI's required guidance on VMT credit cost estimation, anticipated VMT reductions, and contribution validation methodologies. • Conduct complex data analysis using computer programming and modeling skills to quantify VMT impacts and evaluate the performance of funded affordable housing and infrastructure projects in reducing VMT over time. • Develop, calibrate, and operate monitoring tools and analytical systems necessary for long-term tracking of VMT-reducing investments, ensuring accuracy, consistency, and compliance with AB 130's tri-annual update requirements. • Prepare clear, comprehensive, and technically accurate reports and presentations documenting findings, trends, and recommendations to inform guideline updates, program decision-making, and interagency coordination.
35%	Provide policy support for implementation of AB 130, Executive Order N-2-24, and SB 743 by analyzing environmental and VMT-related data, applying scientific and modeling methods to evaluate VMT-reducing strategies, and developing clear, technically accurate recommendations to inform statewide CEQA guidance, mitigation validation processes, and updates to LCI's VMT mitigation policies.
15%	Provides general support to the Policy Unit in various CEQA Policy efforts including but not limited to CEQA Guidelines Updates, development of CEQA Technical Advisories, Judicial Streamlining projects, review of General Plan Guidelines, and Legislative bill analysis that pertain to vehicle emissions and transportation impacts.
10%	Coordinates and collaborates with public and private organizations through participation on technical committees or related efforts focused on transportation and broader climate change policies and programs. This may include preparing and giving presentations, participating in or facilitating workgroup discussions, and working collaboratively with other members of staff.
	MARGINAL FUNCTIONS
5%	Perform other job-related duties as required.

KNOWLEDGE AND ABILITIES

Knowledge of: The California Environmental Quality Act (CEQA), CEQA mitigation, transportation efficiency policy, regional and local land use and transportation planning, and legislative bill analysis.

Ability to: Review transportation analyses, evaluate efficacy of transportation-related mitigation measures, participate in an interagency task force and build consensus among interested parties, draft technical guidance and reports.

DESIRABLE QUALIFICATIONS:

- Other desirable qualifications include:
- Demonstrated expertise in state and local government programs and policies related to land use and transportation planning, regional planning, sustainability, and climate change.



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- Demonstrated knowledge and experience addressing and integrating equity considerations in the context of transportation and land use 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.
- Knowledge of integrated land use, urban design, and multimodal transportation for use in large development projects.
- Experience with preparing or reviewing transportation analyses and impact studies prepared for environmental documents pursuant to CEQA.
- Experience with State contracting and contract management.
- Experience analyzing or producing geospatial data.
- 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.
- Ability and flexibility to travel and effectively participate in public workshops, and meetings up to 20% of the time.
- Occasionally will need to work on evenings, weekends, and holidays.
- Bilingual in English and one of California's most spoken languages (Spanish, Chinese, Tagalog, Vietnamese, and Korean).

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 lb. 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 moving for brief periods of time. Occasional/overnight travel up to 20% 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.*



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SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: <i>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).</i>		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE