

DUTY STATEMENT

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DUTY STATEMENT

Employee Name: Vacant	Current Date:
Classification: Analyst II	Position #: 812-010-5393-946
Division/Office: Office of the Secretary	CBID:
Section: Intergovernmental Relations	
Supervisor Name: Maurice Lyles	Supervisor Classification: Exempt Appointee

I certify that this duty statement represents an accurate description of the essential functions of this position.	
Supervisor:	Date:

I have read this duty statement and agree that it represents the duties I am assigned.	
Employee:	Date:

SPECIAL REQUIREMENTS OF POSITION (IF ANY):

- ☐ Designated under Conflict of Interest Code
- ☐ Duties performed may require pre-employment physical.
- ☐ Duties performed may require drug testing.
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Requires the utilization of a 32-pound self-contained breathing apparatus.
- ☐ Operates heavy motorized vehicles.
- ☐ Requires repetitive movement of heavy objects.
- ☐ Works at elevated heights or near fast moving machinery or traffic.
- ☐ Performs other duties requiring high physical demand. (Explain below):
- ☐ Duties require use of hearing protection and annual hearing examinations.

SUPERVISION EXERCISED

☒ None	☐ Lead Person
☐ Supervisor	☐ Team Leader

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FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises:

FOR LEADPERSONS OR TEAM LEADERS ONLY:

Indicate the number of positions by classification that this position LEADS:

MISSION OF SECTION:

The California-Mexico Border Environmental Program serves as the primary point of contact for California-Mexico border-related environmental matters; develops collaborative projects to share information, trains personnel, and coordinates environmental regulatory organizations in the border region; acts as liaison with appropriate counterparts in Mexico regarding environmental policy issues; and assists the California Environmental Protection Agency (CalEPA) boards, departments and offices (BDO) with their program activities related to the California Mexico border environment. Under the Deputy Secretary for Border and Intergovernmental Relations, CalEPA also coordinates the State's work with other domestic and international governments, at both the national and subnational levels.

CONCEPT OF POSITION:

Under the general direction of the Deputy Secretary for Intergovernmental Relations, the Intergovernmental Relations Analyst performs complex and sensitive analytical staff work in support of the California Environmental Protection Agency's (CalEPA) intergovernmental priorities. Responsibilities include program evaluation and planning, policy analysis and development, systems and process improvement, and the provision of consultative services to executive management and program staff. incumbent coordinates and advances CalEPA's work related to border affairs, tribal affairs, federal relations and grant management.

The Intergovernmental Relations Analyst addresses a broad range of governmental and administrative issues that may be interdisciplinary, complex and controversial in nature. The incumbent supports the development, implementation, and administration of grant programs designed to address pollution impacts in border communities, with particular emphasis on tire waste mitigation and related cleanup efforts. The incumbent works closely with CalEPA's Boards, Departments and Offices (BDO) to develop, refine and support grant criteria and program requirements for cleanup and remediation efforts associated with the Tijuana River. Additional duties include conducting and reviewing analytical studies and surveys; developing and recommending procedures, policies and program alternatives; evaluating administrative and program-related issues and providing recommendations to management; reviewing and analyzing proposed legislation, regulations, and policies to assess actual or potential impacts on CalEPA programs and operations; coordinating activities among representatives of various governmental agencies and external partners on major initiatives; representing CalEPA in meetings, committees and other intergovernmental forums as assigned.

The Intergovernmental Relations Analyst will assist the Deputy Secretary for Intergovernmental Relations to fulfill direction of Executive Orders B-10-11, N-16-22, the CalEPA Tribal Advisory Committee Charter, Assembly Bill 3021 (Núñez, Statutes of 2006).

This position requires travel and working offsite in the field

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<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
35% - E	Work with the Deputy Secretary for Environmental Justice and Equity as well as with CalEPA and BDO administrative and legal staff to ensure the smooth operations of CalEPA's grant programs, including grants that support pollution mitigation and cleanup efforts along the border, with particular emphasis on waste tire cleanup. Duties include tracking grantee progress, reviewing and drafting grant guidelines and contracts, and facilitating workshops for community-based, tribal and other eligible participants to support the launch of each grant cycle.
20% - E	Work with the Deputy Secretary for Intergovernmental Relations to identify, develop, implement and maintain programs and activities that support and enhance cooperation on the environment between the State and Mexico at the border and the State and California Native American Tribes, in coordination with CalEPA's six boards, departments and offices, and other state, local, and federal partners.
15% - E	Support CalEPA's Deputy Secretary for Intergovernmental Relations in logistics, facilitation, material development, report preparation, recordkeeping, and communications for meetings associated with CalEPA's tribal and border affairs, including but not limited to meetings of the California-Mexico Border Relations Council, CalEPA's Tribal Advisory Committee, and CalEPA's Tribal Liaisons and Border Contacts, in both English and Spanish languages.
15% - E	Prepare and analyze reports, advise management on potential impacts, formulate procedures, policies, and program alternatives, conduct and/or review analytical studies and surveys on activities related to the California-Mexico Border and California Native American Tribes.
10% - E	Communicate daily in verbal and written form with representatives of the three levels of government of Mexico as well as nongovernmental and non-profit organizations and the public.
5% - M	Participate in professional development trainings, as well as tasks, trainings and activities that support programmatic and workplace diversity, equity, and inclusion.