



DUTY STATEMENT

BRANCH STATE PLANNING AND POLICY DEVELOPMENT		POSITION NUMBER (Agency – Unit – Class – Serial) 368-511-5157-901		☐ CURRENT ☒ PROPOSED	
PROGRAM Policy		CLASSIFICATION TITLE Analyst I			
SECTION/UNIT (If applicable) State Clearinghouse		WORKING TITLE Junior CEQA Analyst I			
REGIONAL HUB Sacramento		COI Yes	WWG 2	CBID R01	TENURE LT
		TIME BASE FT			
WORK SCHEDULE M-F 8am-5pm	SUPERVISION EXERCISED Choose an item.	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 budget 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. Proven commitment to creating a work environment that celebrates diverse backgrounds, cultures, and personal experiences.

GENERAL STATEMENT

Under supervision of the State Clearinghouse (SCH) Operations Manager, the Analyst I will support SCH daily operations and handle an average of 22,000 new CEQA related documents annually. The Analyst I will support SCH operations by verifying and ensuring the accuracy and completeness of environmental document submissions, specifically focusing on Senate Bill (SB) 69 filings and postings. The Analyst I is expected to perform these duties with speed and accuracy, maintaining high standards in line with established performance benchmarks. This role involves supporting interested parties, maintaining the database, participating in special projects, and contributing to a collaborative team environment. The Analyst I also applies ADA compliance knowledge as needed to support process improvements and efficiency.

The Analyst I may also engage in any of the following activities based on the needs of the Team: audit, calculate, gather, tabulate, compile, reconcile, interpret, and analyze data and other materials; develop creative solutions, provide recommendations and develop procedures; plan, implement, monitor, forecast, and evaluate assignments, projects and program initiatives; conduct administrative compliance reviews and field evaluations; plan, implement, and conduct training; respond to public complaints and inquiries; coordinate with colleagues, coworkers, management, and/or other interested parties to perform various tasks; plan and perform administrative analysis; review and analyze proposed legislation and advise management on the potential impact; conduct eligibility analysis, and case management activities; and other program analysis in support of the SCH. Duties and responsibilities require research, analysis,



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and the use of independent judgment and discretion to interpret and apply statutes, regulations, and policies and procedures.

The Analyst I will maintain consistent attendance, work in a hybrid setting, operate standard office equipment, and build effective relationships with private and government agencies, as well as the public.

% 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%	- Review, verify, and publish SB 69 environmental document submissions, ensuring they meet CEQA guidelines and State standards. - Respond promptly and accurately to inquiries from government entities, consultants, and the public regarding SB 69 submission requirements and processes. - Conduct thorough checks to confirm submissions are accurately recorded in the CEQA online database, addressing any discrepancies or errors promptly. - Process payments on behalf of California Department of Fish and Wildlife (CDFW) (pursuant to Fish and Game Code Section 711.4), - Work efficiently with attention to detail under time constraints to maintain a high volume of verified submissions, upholding high standards in line with established performance benchmarks. - Communicate, meet with, register, and train database users. - Respond to SCH inquiries from including but not limited to, government entities, consultants, and the general public. - Perform data analytics work to assist with business process improvements, as appropriate.
25%	- Perform quality assurance on document submissions not limited to the database, ensuring all required fields are completed and meet established criteria. - Apply knowledge of ADA compliance as needed to support process improvements that enhance operational efficiency by streamlining workflows and addressing accessibility requirements. - Collaborate with team members to develop and implement strategies that improve operations workflows. - Perform database searches, as requested.
20%	- Provide training and support to interested parties on SCH procedures. - Assist in developing and updating training and procedural materials to aid interested parties in the SCH processes. - Serve as the custodian of assigned document(s) and project(s), responsible for researching, drafting, gathering and synthesizing feedback, and finalizing materials. - Ensure that all necessary documents are correct and complete and are reviewed and approved by the SCH management, prior to finalizing all SCH materials. - Support program tracking and data-related activities. - Assist the SCH management and senior staff.



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15%	- Engage in special projects assigned by the SCH Management, contributing to process improvements, efficiency initiatives, and testing of system enhancements. - Participate in cross-training opportunities to expand knowledge of broader CEQA processes and compliance considerations. - Develop skills for career advancement. - Actively seek and incorporate feedback from interested parties and team members to continuously refine and improve SCH operations and processes. - Contribute to a collaborative and inclusive team environment, encouraging open communication, teamwork, and mutual support. - Assist in the planning, design, testing, and implementation of new online databases.
	MARGINAL FUNCTIONS
5%	Perform other job-related duties as required.

KNOWLEDGE AND ABILITIES

Knowledge of: Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; government functions and organization; and methods and techniques of effective conference leadership.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; and gain and maintain the confidence and cooperation of those contacted during the course of work.

DESIRABLE QUALIFICATIONS:

- Basic knowledge of CEQA statutes, guidelines, and regulatory requirements.
- Knowledge of Business Analysis
- Demonstrated knowledge of ADA compliance standards, with the ability to apply this knowledge to support process improvements and enhance operational efficiency by streamlining workflows and ensuring compliance.
- Demonstrated ability to accurately enter, organize, analyze data in databases, check for errors, and clearly summarize trends and findings in tables, charts, or brief write-ups to support staff and management decisions.
- Demonstrated leadership skills in managing quality control, ensuring process integrity, and optimizing workflows.
- Excellent attention to detail and organizational skills.
- Strong analytical and problem-solving abilities to address challenges effectively and propose improvements.
- Ability to work effectively under time constraints, managing multiple priorities with precision and attention to detail.
- Demonstrated capacity for professional development; willingness and ability to accept increasing responsibility.



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- Proficiency with Asana, SharePoint, Office 365, including Outlook, Word, and Excel.
- Ability to work independently and take initiative.
- Demonstration of positive attitude, good judgment, flexibility, and dependability in all workplace activities.
- Excellent communication and training skills, capable of engaging diverse interested parties and fostering collaborative working relationships.
- Excellent customer service skills.
- Ability to properly apply laws, rules, policies, and procedures.
- Demonstrated dependability and integrity.
- Ability to follow intricate and precise program requirements.
- Excellent verbal and written communication skills.
- Excellent verbal and written presentation skills
- Experience using a variety of analytical techniques and tools to resolve complex issues
- Ability to develop, evaluate, and present alternatives
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SPECIAL PERSONAL REQUIREMENTS:

- Ability and willingness to perform the same job functions daily
- 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 exert 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