

DUTY STATEMENT

(07/14)

Shaded area for Personnel Office use only

Effective Date:

07/2026

1. OFFICE State Coastal Conservancy	POSITION NUMBER (Agency - Unit - Class - Serial) 536-200-5393-XXX
2. HEADQUARTER LOCATION Oakland, CA	3. CLASS TITLE Analyst II
4. WORKING HOURS/SCHEDULE TO BE WORKED 9:00 a.m. to 6:00 p.m., Monday to Friday	5. SPECIFIC LOCATION ASSIGNED TO Sacramento, CA
6. PROPOSED INCUMBENT (If known)	7. CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 536-200-5393-XXX

All employees are expected to work cooperatively with others; maintain regular, consistent, and predictable attendance; possess integrity, initiative, dependability, and good judgment.

8. BRIEFLY (1 - 3 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Working under the supervision of the Director of External Affairs, the Legislative Affairs Analyst implements and manages the Coastal Conservancy's legislative affairs and communications. The incumbent analyzes potential legislation, coordinates with CA Natural Resources Agency legislative team, develops a legislative outreach plan, and coordinates communication with legislative offices and stakeholders based in Sacramento.

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| 9. Percentage of time performing duties | 10. 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 additional sheet if necessary) |
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25%	ESSENTIAL FUNCTIONS In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. Employees are expected to provide all members of the public with equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.
	Analyze all bills, resolutions, and constitutional amendments related to the Coastal Conservancy and coastal management. Independently research and gather factual data for use in evaluating and analyzing legislation. Prepare in-depth analyses and recommendations on all high priority bills. Work closely with Conservancy staff and others to achieve a thorough and complete analysis of all coastal-related bills of priority. Coordinates with staff statewide by notifying the appropriate staff members regarding relevant measures, requesting specific assistance, and setting deadlines in order to gather needed facts. Coordinate the attendance and testimony of any Conservancy staff or outside expert before a legislative committee. Keep the Conservancy Board informed of the bills being tracked and of legislative events that affect the programs through the preparation and presentation of regular legislative reports and an annual summary of each legislative session.

11. SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE

SUPERVISOR'S NAME (Print) Taylor Samuelson	SUPERVISOR'S SIGNATURE	DATE
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12. EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT

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 to balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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	ESSENTIAL FUNCTIONS (CONTINUED)
15%	Build and maintain good relationships with Legislators and legislative staff in Sacramento and in district offices. Develop and implement a legislative outreach program including site visits with elected officials and staff to Conservancy projects throughout our four regions (Northern California, San Francisco Bay Area, Central Coast, Southern California).
15%	Provide information about the work of the Coastal Conservancy to the CA Natural Resources Agency, other state agencies, elected officials, and other key stakeholders. Build and maintain working relationships with public agency colleagues and key stakeholders. Respond to inquiries and requests for Coastal Conservancy-related information from CA Natural Resources Agency, legislators, partner organizations, and members of the public.
10%	Work with the Executive Officer, Deputy Executive Officer, and Director of External Affairs to track the California State Budget process. Help prepare testimony for legislative committees related to the budget. Prepare internal reporting on appropriations for the Conservancy in the State Budget.
10%	Work with the Director of External Affairs, Executive Officer, Deputy Executive Officer, and the Conservancy Board on a range of press and public relations projects and assignments related to legislation and policy matters. Coordinate with senior staff members throughout all the Conservancy on key public relations that are relevant to legislative priorities.
10%	Completes special assignments, reports, studies and evaluations relating to aspects of the Conservancy's programs as directed by the Director of External Affairs, Deputy Executive Officer, and Executive Officer.
5%	Maintain and carry out all of the activities of the Conservancy's Sacramento office.
<u>10%</u>	Participate in professional development training, as well as tasks, training and activities that support programmatic and workplace diversity, equity, and inclusion.
100%	

KNOWLEDGE AND ABILITIES

Knowledge of: California state legislative and budget process, principles, practices, terms and concepts of urban, economic, resources, social, legal, and regional planning; public policy development; current trends and applications in Federal, State and local planning; administrative, land use and environmental law; techniques of planning, controlling, motivating and organizing the work of others; principles of personnel management, public relations and administration; modern office methods, technology and procedures; California State Government and principles of public administration.

Ability to: Analyze situations accurately and take effective action; effectively and convincingly communicate in written and verbal form complex and controversial matters to individuals and groups; analyze and evaluate written, graphic and verbal data and prepare complete and comprehensive reports; inspire confidence and trust; establish and maintain effective and cooperative relations with those contacted in the course of work; exercise common sense and good judgment; plan, organize and supervise the work of a professional staff; train staff and motivate subordinates to accomplish organizational goals; develop innovative solutions for difficult environmental or coastal management problems; provide leadership in accomplishing basic functions and objectives in assigned programs; inspire confidence and effective working relationships with employees, managers and leaders in the public and private sector; plan and implement public participation programs and apply conflict resolution principles. **Some travel is required.** Travel to Coastal Conservancy meetings several times per year, occasional site visits and other off-site meetings as necessary.

SPECIAL PERSONAL CHARACTERISTICS

Required contact includes: extensive contact with legislators and legislative staff, Administration staff, stakeholder representatives, Conservancy Board, Conservancy employees at all levels, including advising management; members of the public including but not limited to nonprofit staff and volunteers engaging in coastal issues, contract lobbyists, and industry representatives.

DESIRABLE QUALIFICATIONS:

- Plan, write, edit, and prepare more complicated information material for dissemination through all major means of communication; disseminates such information material through appropriate channels.
- Prepare replies to difficult and complicated correspondence, including letters for signature by superiors.
- Training or experience developing skills in management or public administration, including budgeting skills.
- Write, edit and advise service to other Coastal Conservancy senior staff members.
- Self-motivated
- Communicate effectively with individuals from varied experiences, perspectives, and backgrounds, which may involve some exposure to adversarial conditions.
- Work proficiency in MS Office (Word, Excel, Power Point and Outlook); Social Media Platforms, Adobe InDesign, and WordPress.
- Possess a valid California Drivers' License (Class C).

WORKING CONDITIONS:

- Position Headquarters (HQ) is in a high-rise building in Sacramento, CA.
- Work on a computer for up to 8 hours per day, Monday through Friday.
- The employee is required to be in the office 4 days per week, which is subject to change. The employee can telework the remaining day, also subject to change.
- A computer for telework use will be provided.
- Travel to meetings and project sites may be required.
- Work environment involves some exposure to hazards or physical risks, which require following basic safety precautions.
- Both indoor and outdoor work is common.
- May have to stand for long periods.
- May require an employee to work in adversarial situations.
- Multitask, meet deadlines, and adjust to changing priorities in a cooperative manner.

Some of the above requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Reading: Understand and use written information that may be presented in a variety of formats, such as text, tables, lists, figures, and diagrams; select reading strategies appropriate to the purpose, such as skimming for highlights, reading for detail, reading for meaning, and critical analysis.

Writing: Express ideas and information in written form clearly, succinctly, accurately, and in an organized manner; use English language conventions of spelling, punctuation, grammar, and sentence and paragraph structure; and tailor written communication to the intended purpose and audience.

Mathematics: Understand, interpret, and manipulate numeric or symbolic information; solve problems by selecting and applying appropriate quantitative methods such as arithmetic, quantitative reasoning, estimation, measurement, probability, statistics, algebra, geometry, and trigonometry.

Organizing and planning: Organize and structure work for effective performance and goal attainment; set and balance priorities; anticipate obstacles; formulate plans consistent with available human, financial, and physical resources; modify plans or adjust priorities given changing goals or conditions.

Using social skills: Interact with others in ways that are friendly, courteous, and tactful and that demonstrate respect for individual and cultural differences and for the attitudes and feelings of others.

Adaptability: Change one's own behavior or work methods to adjust to other people or to changing situations or work demands; be receptive to new information, ideas, or strategies to achieve goals.

Working in teams: Work cooperatively and collaboratively with others to achieve goals by sharing or integrating ideas, knowledge, skills, information, support, resources, responsibility, and recognition.

Leading others: Motivate, inspire, and influence others toward effective individual or teamwork performance, goal attainment, and personal learning and development by serving as a mentor, coach, and role model and by providing feedback and recognition or rewards.

Building consensus: Build consensus among individuals or groups by facilitating agreements that involve sharing or exchanging resources or resolving differences in such a way as to promote mutual goals and interests; by persuading others to change their point of view or behavior without losing their future support; and by resolving conflicts, confrontations, and disagreements while maintaining productive working relationships.

Self and career development: Identify own work and career interests, strengths, and limitations; pursue education, training, feedback, or other opportunities for learning and development; manage, direct, and monitor one's own learning and development.

Listening: Attend to, receive, and correctly interpret verbal communications and directions through cues such as the content and context of the message and the tone, gestures, and facial expressions of the speaker.

Speaking: Express ideas and facts orally in a clear and understandable manner that sustains listener attention and interest; tailor oral communication to the intended purpose and audience.

Using information and communications technology: Select, access, and use necessary information, data, and communications-related technologies, such as basic personal computer applications, telecommunications equipment, Internet, electronic calculators, voice mail, email, facsimile machines, and copying equipment to accomplish work activities.

Gathering and analyzing information: Obtain facts, information, or data relevant to a particular problem, question, or issue through observation of events or situations, discussion with others, research, or retrieval from written or electronic sources; organize, integrate, analyze, and evaluate information.

Analyzing and solving problems: Anticipate or identify problems and their causes; develop and analyze potential solutions or improvements using rational and logical processes or innovative and creative approaches when needed.

Making decisions and judgments: Make decisions that consider relevant facts and information, potential risks, and benefits, and short- and long-term consequences or alternatives.