



DUTY STATEMENT

BRANCH STATE PLANNING AND POLICY DEVELOPMENT		POSITION NUMBER (Agency – Unit – Class – Serial) 368-510-3875-002		☐ CURRENT ☒ PROPOSED		
PROGRAM POLICY		CLASSIFICATION TITLE Staff Air Pollution Specialist				
SECTION/UNIT (If applicable) Planning		WORKING TITLE Planning Team Lead				
REGIONAL HUB Sacramento		COI Yes	WWG 2	CBID R09	TENURE P	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, infrastructure development, groundwater sustainability and drought response, and resource protection. 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

This is the fully qualified independent specialist level for Air Pollution Specialist program and policy development work. Under direction of the Policy Unit Manager, the Staff Air Pollution Specialist (Planning Team Lead) serves as the senior staff member of the Planning Team and guides the work product of up to 4 professional policy staff. The incumbent leads the development and update of the General Plan Guidelines, Climate Action Plan Technical Advisory, and other complex technical advisories that support local governments in implementing state directives on land use, climate, equity, and resilience. The Planning Team Lead conducts advanced research, and data analysis; evaluates policy and scientific information; and provides expert recommendations on planning and climate issues statewide.

This position involves extensive collaboration with state agencies, academic partners, local governments, Tribes, and community stakeholders on topics including land use, housing, climate mitigation and regeneration, adaptation and resilience, environmental justice, conservation, open space planning, and transportation. The role requires applying scientific principles, air quality expertise, and advanced analytical skills to guide the development of planning policies and tools that support climate goals and air quality objectives in California. The position requires both planning and policy skills and the ability to work well with technical staff in evaluating land use, housing, transportation, and emissions data.

% 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



DUTY STATEMENT

35%	<u>Planning, Policy and Technical Work:</u> Lead the development and updates of the General Plan Guidelines and related technical advisories, ensuring alignment with recent legislation, state policy, climate objectives, and equity priorities. • Conduct and oversee advanced policy research, and related programs within the Policy Unit on land use, housing, conservation, open space, transportation, and climate topics. • Apply air quality science, modeling, and data analysis to evaluate policy impacts and develop metrics, tools, and methodologies that support local and regional planning. • Provide technical expertise on state, federal, regional, and local policies related to land regeneration, affordable housing, walkability, conservation, related climate strategies, etc. • Review proposed legislation and prepare analyses, recommendations, and bill concepts. • Produce clear, accurate written and visual materials including policy briefs, reports, technical memos, online content, presentations, speeches, and public audiences.
30%	<u>Outreach, Collaboration, and Engagement</u> • Build and maintain strong working relationships across state government and represent LCI's perspectives in interagency and stakeholder forums. • Establish and lead advisory committees, workgroups, and recurring collaboration spaces with local, regional, and state partners. Prepare materials, facilitate discussions, present technical findings, respond to questions, and document outcomes. • Lead proactive and regenerative outreach efforts with interested parties and users of statewide planning guidance. • Design and implement inclusive engagement activities that center equity, reduce engagement fatigue, and strengthen capacity in disadvantaged and historically marginalized communities. • Present scientific or environmental analysis findings to nontechnical stakeholders and policymakers in accessible terms, ensuring that complex air-quality-related data can be incorporated effectively into planning discussions. • Maintain courteous, professional relationships with internal coworkers and management, and all external stakeholders.
30%	<u>Project Oversight and Coordination</u> • Serve as the Planning Team Lead by providing guidance, quality control, and support to team members developing the General Plan Guidelines, technical advisories, communication products, and engagement materials. • Review team materials to ensure consistency with internal standards, policy direction, regulatory documents, and legislation. • Work closely with the Policy Unit Manager to coordinate workflow, set priorities, and ensure timely delivery of high-quality products.



DUTY STATEMENT

	- Collaborate with the CEQA Policy Team, Policy Innovation Team, and LCI's Climate Division on cross-cutting technical analyses and planning- or land use–related projects. - Oversee the integration of air quality data, climate projections, and environmental metrics into statewide planning tools and technical advisories to support local and regional decision-makers. - Guide interdisciplinary project teams in applying scientific principles and advanced analytical techniques to complex planning, climate, and land-use policy questions.
	MARGINAL FUNCTIONS
5%	Perform other job-related duties as required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Scientific principles related to air pollution, atmospheric chemistry, meteorology, engineering, physics, natural sciences, and statistical analysis.*
- Methods for measuring atmospheric conditions, automotive and stationary emissions, and air quality impacts on human health, ecosystems, and resources.*
- Research methods, data collection and evaluation techniques, modeling applications, and scientific computer programming.*
- Principles, laws, and practices of land use planning, zoning, development review, and environmental and climate policy.*
- CEQA, state planning requirements, and local government planning frameworks including general plans, housing elements, and climate action plans.*
- Techniques for evaluating research results and interpreting complex data for planning, policy, and regulatory decision-making.*
- Project management, stakeholder engagement, and organizational policies and procedures.*
- Effective communication methods for working with local agencies, Tribes, academic partners, and community stakeholders.*

Ability to:

- Interpret and apply planning, environmental, and air quality regulations to local land use and policy questions.*
- Apply scientific principles, modeling tools, and advanced analytical methods to planning and climate policy questions.*
- Prepare project plans, design studies, develop reference materials, and evaluate research outcomes.*
- Communicate technical information clearly to both technical and non-technical audiences.*
- Prepare clear, complete, and technically accurate reports and presentations.*
- Coordinate work across teams, operate in a lead capacity, and provide guidance to staff.*
- Manage multiple projects, meet deadlines, and take effective action in complex situations.*



DUTY STATEMENT

- *Facilitate collaborative discussions and build consensus among diverse partners.*
- *Demonstrate sound judgment, transparency, and professionalism in decision-making.*

DESIRABLE QUALIFICATIONS:

- Demonstrated expertise in state, regional, and local government policies and programs related to land use planning, sustainability, air quality, climate mitigation and adaptation, and environmental justice.
- Experience integrating equity and inclusion into planning, climate, or environmental policy work, including meaningful engagement with disadvantaged and historically marginalized communities.
- Strong qualitative and quantitative research skills, including designing studies, conducting interviews, synthesizing findings, developing data collection tools, and preparing comprehensive reports.
- Experience conducting or analyzing geospatial data and applying GIS tools to planning, air quality, or climate-related studies.
- Excellent written and verbal communication skills, with the ability to translate complex scientific or technical information into accessible language for diverse audiences.
- Experience leading or facilitating collaborative, deadline-driven projects with multiple partners, including interagency working groups, local governments, Tribes, and academic institutions.
- Strong collaboration and consensus-building skills, including the ability to navigate complex policy issues and facilitate constructive discussions among diverse stakeholders.
- Demonstrated ability to lead, mentor, and foster a positive, inclusive, and supportive team environment.
- High attention to detail, strong organizational abilities, and the capacity to manage multiple concurrent priorities.
- Strong judgment and reasoning skills, with the ability to evaluate complex situations, consider cultural and contextual factors, and assess risks and tradeoffs.
- Demonstrated commitment to creating and supporting a diverse, equitable, and inclusive workplace culture.
- Ability and willingness to travel up to 20% of the time to participate in public workshops, field visits, and stakeholder meetings, including occasional evenings and weekends.
- Bilingual proficiency in English and one of California's most frequently spoken languages (such as Spanish, Chinese, Tagalog, Vietnamese, or Korean).

SPECIAL PERSONAL REQUIREMENTS: Demonstrated ability to act independently, with open-mindedness, flexibility, and tact.

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 a reasonable accommodation. Involves sitting most of the time but may involve walking or standing for brief periods of time. This position may be eligible to participate in LCI's hybrid telework schedule. Participation in Telework is subject to LCI's guidelines. 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.*

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*



DUTY STATEMENT

SUPERVISOR, WHO WILL DISCUSS YOUR CONCERNS WITH HUMAN RESOURCES OFFICE).		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE