



DUTY STATEMENT

BRANCH STATE PLANNING AND POLICY DEVELOPMENT		POSITION NUMBER (Agency – Unit – Class – Serial) 368-511-4969-001		☐ CURRENT ☒ PROPOSED	
PROGRAM Planning and Climate Policy		CLASSIFICATION TITLE Manager I			
SECTION/UNIT (If applicable) State Clearing House		WORKING TITLE State Clearinghouse Operations Manager			
REGIONAL HUB Sacramento		COI Yes	WWG E	CBID M01	TENURE P
		TIME BASE FT			
WORK SCHEDULE M-F 8am-5pm	SUPERVISION EXERCISED Yes	SPECIFIC LOCATION ASSIGNED TO 1400 10th Street, Sacramento, CA 95814			
INCUMBENT (If known)		EFFECTIVE DATE			

PRIMARY DOMAIN (IT positions only)	Choose an item.
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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 Enterprise Operations, 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. LCI is an organization committed to creating a work environment that celebrates diverse backgrounds, cultures, and personal experiences.

GENERAL STATEMENT

The State Clearinghouse (SCH) Operations Manager (Manager I), under the direct supervision of the SCH Data & Operations Unit Manager and with general oversight by the Deputy Director of the State Clearinghouse, is responsible for providing technical expertise in the CEQA process, development and implementation of the program's business processes to enhance performance and customer service, and comply with CEQA statutory requirements.

The SCH is statutorily responsible for the receipt, coordination, and State agency review of environmental documents and notices pursuant to the California Environmental Quality Act (CEQA), Assembly Bill (AB) 819 (Levine, 2021) and Senate Bill (SB) 122 (Jackson, 2016). The SCH receives tens of thousands of CEQA and other environmental documents and notices each year, which must be processed and posted on SCH's website.

The incumbent leads the team to implement strategic upgrades to workflow performance, which includes policy/procedure development and revisions, process mapping, and establishing efficient intake processes. This includes development and revisions to standard operating procedures and resources for the SCH websites and SharePoint sites.

The SCH Operations Manager will supervise the SCH Operations team. The incumbent oversees and tracks staff resource allocation and makes adjustments when necessary. The SCH Operations Manager will work closely with the legal team to ensure statutory compliance.



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% 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
30%	Program Management. Management of SCH's Operations Team, including envisioning and creating strategic roadmaps, identifying programmatic risks, solutions-based problem solving, setting measurable goals for the team, and leading the overall strategic planning for the SCH Operations Team. Supervise and provide mentorship to the SCH team, fostering a culture of continuous improvement and innovation. Support updates to SCH business processes and requirements, and help coordinate between SCH Teams and the development of the Knowledge Bank Platform, ensuring these align with the SCH Operation Team's strategic objectives, policies, and statutory requirements. Oversees SCH Operations Team, making key decisions, and managing the day-to-day activities of the SCH Operations Team. Manages CEQA Submit/CEQAnet operations, ensuring its smooth functioning, troubleshooting issues, providing training to staff, and ensuring the receipt and coordination of all environmental documents and notices are in compliance with SB 122 and AB 819.
20%	Outreach and engagement. Establishing and maintaining effective communication channels with both internal and external partners/stakeholders and the public on the CEQA process and presenting program updates. Coordination of the weekly email to State CEQA reviewing agencies of updates to published environmental documents.
15%	Project management. Collaborate on complex projects, including the Knowledge Bank Platform. When performing comprehensive project management, this could include initial planning and resource allocation, tracking milestones, ensuring timely and quality deliverables, and escalating concerns to maintain smooth operations. Overseeing data collection, management, and interpretation, and utilizing the findings to inform decision-making, set strategic direction, and monitor the performance of the SCH Operations Team.
20%	Team Management. Personnel management, performance reviews, dispute resolution, and approve timesheets and time off requests. Focus on supporting the professional development of the SCH Operations staff including but not limited to, creating a nurturing work environment that encourages team cooperation and job satisfaction. Coordinate on all updates and changes with the implementation of the Knowledge Bank Platform, ensuring minimal disruption to operations and the continuation of a high level of service for all stakeholders.
10%	Process Management. Ensure contractors meet the specifications of the SCH Operations Team, and collaborate with procurement and legal teams to handle any issues. Coordinate on any external fee collection processes. Oversee incoming PRA requests for the program. Certified in the requirements of Secretary of State's Records Coordinator Manager (RCM) for LCI, to manage records retained in the SCH.
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	



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staff services such as budgeting, personnel, and management analysis; and governmental functions and organization.

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:

- Extensive knowledge of CEQA, its implementation, and recent updates
- Experience with managing and operating environmental review systems
- Strong problem-solving skills with a focus on troubleshooting technical and personnel-related issues
- Excellent attention to detail
- Ability to communicate effectively both orally and in writing, with various stakeholders, including internal staff, state agencies, and the public
- Capacity to work cooperatively with diverse teams and foster positive, inclusive work environment
- Self-motivated and able to take initiative in identifying potential problems and proposing effective solutions
- Proven adaptability in managing changing priorities and handling multiple tasks concurrently
- A customer focused approach, with an emphasis on providing excellent service to internal/external stakeholders
- Proficient in Microsoft Office Suite and SharePoint, with a focus on managing and processing information efficiently
- Committed to Continuous Learning with a desire to stay updated on recent developments in environmental regulations and best practices in management
- Experience in personnel management, including talent acquisition, performance review, and dispute resolution

SPECIAL PERSONAL REQUIREMENTS:

- Adaptability, sense of humor, leadership ability

SPECIAL PHYSICAL CHARACTERISTICS: Persons appointed to this position must be reasonably expected to lift, carry, push, pull, or otherwise move object 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 5% 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
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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*



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<i>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