



EMPLOYMENT OPPORTUNITY

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| 1. RPA # 001 -RMC |
| ANALYST'S INITIALS |
| DATE |

YOU MUST BE A PERMANENT OR PROBATIONARY STATE EMPLOYEE, A FORMER PERMANENT OR PROBATIONARY EMPLOYEE OR ON AN EMPLOYMENT LIST FOR THIS CLASSIFICATION IN ORDER TO APPLY FOR THIS POSITION.

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| CLASS TITLE Conservancy Project Analyst II | POSITION NUMBER 570-001-4809-001 | TENURE PERMANENT | TIME BASE Full Time | CBID RO1 |
| OFFICE OF Rivers and Mountains Conservancy | LOCATION OF POSITION (CITY or COUNTY) Azusa | | | MONTHLY SALARY \$4829 TO \$6048 |
| SEND APPLICATION TO: Rivers and Mountains Conservancy | REPORTING LOCATION OF POSITION 100 N. Old San Gabriel Canyon Road | | | |
| EI Encanto | SHIFT AND WORKING HOURS DAYS - 9/8/80 schedule between 7:00am and 6:00pm | | | |
| 100 N. Old San Gabriel Canyon Road | WORKING DAYS, SCHEDULED DAYS OFF MONDAY through FRIDAY, DAYS OFF: SAT/SUN | | | |
| Azusa, CA 91702 | PUBLIC PHONE NUMBER (626) 815-1019 | PUBLIC PHONE NUMBER () - | | |
| Attn: Mark Stanley | SUPERVISED BY AND CLASS TITLE Mark Stanley, Executive Officer | | | |

Note: The RMC is presently on a 9/8/80 schedule. Work hours are flexible between the hours of 7:00 a.m. and 6:00 p.m. The office is closed every other Friday. Please note that the schedule is subject to change.

SELECTION CRITERIA - -

- SROA/Surplus employees are encouraged to apply.
- Transfers, reinstatements, or recruitment from the employment list may be considered. Consideration may be given to applicants on another Department's employment list, provided the criteria are met to transfer the eligibility from the employment list to DGS' employment list
- Applications will be evaluated based on eligibility and desirable qualifications and interviews may be scheduled.

DUTIES:

Under the general direction of the Executive Officer or the Deputy Executive Officer, the CPDA II implements the RMC's approved program. Major functions of the position include all activities related to the acquisition, development and restoration of open space, wildlife habitat, low impact recreation, watershed improvements, and related educational uses.

ESSENTIAL FUNCTIONS

Project Planning and Implementation: The CPDA II participates with property owners, developers, park agencies, non-profit groups, elected officials and community support groups to analyze property natural resource and open space values consistent with the RMC's Open Space Plan. The CPDA II assists the RMC to hire consultants through the Request for Proposal process for site planning, economic and development feasibility studies and reports, trail design and landscape architecture studies, and real estate appraisals required for land acquisitions and improvement projects. Once consultant contracts are awarded, the CPDA II monitors contract progress against project timelines and budgets. The CPDA II develops effective staff-to-staff relations with of the Real Estate Services Division of the Department of General Services to assure that land acquisition projects proceed on time and within budget and appraises higher RMC management of progress and issues in a timely manner.

Within the territory of the RMC, the CPDA II fosters effective staff-to-staff working relations with all government agencies that are interested in preserving natural resources and park management consistent with the RMC's Open Space Plan.

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ESSENTIAL FUNCTIONS (CON'T)

The CPDA II prepares agendas, staff reports, letters, project plans, maps, and resolutions for the RMC Board to assure it has accurate and timely information. The CPDA II also prepares responses to requests from state agencies, legislators, other government agencies, organizations, and the public.

Project Selection and Program Priorities: The Conservancy Project Development Analyst II (CPDA II) gathers and analyzes information regarding the development and implementation of the RMC Open Space Plan and to evaluate and prioritize projects consistent with Public Resources Code Section 32602. The CPDA II gathers and analyzes information pertinent to acquiring, developing, and managing public lands within the Lower Los Angeles and San Gabriel River watersheds and the San Gabriel Mountains North Facing Slope and all Orange County cities named in RMC's statute which includes portions of the Santa Ana River watershed, including the development and implementation of project schedules, costs and funding sources.

The CPDA II prepares specific analytical information for every project recommended for funding pursuant to Section 33208 of the Public Resources Code. The CPDA II assures maximum public and stakeholder participation opportunities to comment on proposed projects through project-focused public hearings that discuss and describe project related findings, cost forecasts, timelines, and proposed improvements.

The CPDA II analyzes new project opportunities using natural resource planning, budgeting and public policy techniques consistent with the RMC's Open Space Plan. The CPDA II evaluates project opportunities within the RMC's territory to recommend the acquisition, restoration, trail alignment, or monitoring of endangered species and special status resources consistent with the RMC's Open Space Plan.

The CPDA II monitors urban development proposals and plans within the RMC territory and prepares written comments to state and local government and regulatory agencies and presents them in public hearings and meetings in behalf of the RMC; the CPDA II drafts correspondence to developers and their representatives about RMC issues with proposed developments. The CPDA II assures proper and effective coordination with other agencies and organizations involved with the preservation of land, consistent with the RMC Open Space Plan.

MARGINAL FUNCTIONS

- Plan and attend dedications, press conferences, and other related public events
- Attend conferences relevant to RMC matters
- Receive and answer questions regarding RMC events and business matters
- Attend public hearings and weekend community events, making presentations as appropriate
- Promote good public relations between the RMC and the general public and private entities

KNOWLEDGE AND ABILITIES

- **Knowledge of:** The principles and practices of economics, resources, and land use planning; the building and construction industry; architectural design; property management; land acquisition; environmental assessment; specific land acquisition and management techniques including acquisition of land at less-than-fair market value; structuring of long-term payouts for land using private nonprofit organizations; equity trading of properties in order to accomplish specific types of coastal restoration; tax-free exchanges of land for restoration and enhancement; utilization of State and Federal tax laws to increase project feasibility; determination of economic feasibility of restoration projects using the formulas and rule of thumb of private developers; methods of contractor selection, and securing of public and private funds; determination of when and in what circumstances to acquire purchase options; computation of economic feasibility of sale and leaseback of agricultural lands; and acquisition of conservation and open space easements or other types of less-than-fee interests in real property; public relations; State and Federal grant programs; relationships between local, regional, State, Federal, private agencies, and organizations.
- **Ability to:** Collect technical data and summarize it for use; analyze situations and take effective action; establish and maintain cooperative and effective relations with those contacted in the course of work; develop, review, and guide plans and projects for good results; communicate well orally and in writing; present controversial matters; work with Federal, State, and local plans and regulations; balance needs for, and conflicts between, urban, rural, agricultural, natural, access, and recreational uses; implement projects and programs through supervision, assistance, and monitoring; negotiate with government officials, landowners, and developers.

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| DESIRABLE QUALIFICATIONS | | | |
| <ul style="list-style-type: none"> • Knowledge and ability to use word processing and spreadsheet personal computer applications to develop reports, charts, and graphs • Knowledge of Powerpoint personal computer program to develop public presentations | | | |
| INTERPERSONAL SKILLS | | | |
| <ul style="list-style-type: none"> • Ability to present technical information to the general public in group meetings clearly • Ability to interact with the public gatherings in the give-and-take of group conversations, especially regarding sensitive topics • Ability to deal with excited or agitated persons to calm the situation and move to productive interactions • Ability to work in teams to accomplish assigned tasks | | | |
| WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES | | | |
| Work Environment | | | |
| <ul style="list-style-type: none"> • Attire appropriate for a professional business office on most days; professional business attire is required for RMC board meetings and at official public events • Occasional outdoor events require more casual dress | | | |
| Physical Abilities | | | |
| <ul style="list-style-type: none"> • Field work and meetings require physical ability to access unimproved property • Ability to read and write on paper documents several hours per day • Use of a personal computer for several hours per day • Some lifting and bending, and walking long distance • Field work and meetings require physical ability to access unimproved property • Ability to operate a motor vehicle to travel for field work | | | |
| Mental Abilities | | | |
| <ul style="list-style-type: none"> • Ability to work effectively in a fast-paced environment and meet strict deadlines. | | | |