

## Position Description

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The position description is the foundation for recruiting, classification determination, formulating work plans and performance evaluations. Supervisors are encouraged to review the position description with the employee at the time of the performance evaluation and to consult Human Resources in revising position descriptions prior to changing assignments.

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### SECTION ONE - General Information

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Position Number: \_\_\_\_\_ Time Base: 1.0 \_\_\_\_\_

Current Classification Title: Administrative Analyst/Specialist (II, Exempt) Current Working Title: Climate Action Analyst

Department: Facilities Management

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### SECTION TWO - Primary Action

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Recruitment       Existing Position       New Position

Position Description Update

Skill Level Review

Classification Review

Requested By:       Employee       Management

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### SECTION THREE - Signatures

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Signature denotes that this position description is an accurate statement of the duties and responsibilities assigned to this position.

Incumbent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Typed Name and Title:

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Typed Name and Title: Director, Sustainability, Energy & Grounds

Dean/Chief Administrator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Typed Name and Title: Assoc. Vice President, Facilities Management

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If this form is to request a Classification or Skill Level Review:

Vice President's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Typed Name and Title: Vice President- Administrative Affairs

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## SECTION FOUR - Responsibilities and Requirements

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### A. Position Summary: (Briefly state the purpose or objective of the position.)

Under the general direction of the Director- Sustainability, Energy & Grounds and in collaboration with the Department's management team and colleagues across the campus, the incumbent is responsible to provide administrative and program leadership as required to identify, prioritize, plan, develop, coordinate and promote climate change planning and adaptation initiatives and activities for University-wide implementation. This also includes planning, promoting, analyzing, and coordinating activities and information in multiple focus areas of climate change planning and adaptation priorities to meet strategic and unit goals; assist in managing work order assignments and personnel paperwork for unit employees and student assistants; providing lead work direction to others for assigned projects or initiatives; coordinating collaborating work with municipal partner agencies; and advising and mentoring academic students and student groups as assigned.

### B. Essential job functions: (List the major responsibilities and the estimated percentage of time devoted to each - then indicate the tasks and work activities required to perform each major responsibility/function.)

*Example:*            25%    Provides user support to faculty, students and staff.  
  a. Installs desktop application and software.  
  b. Trains users in software applications.

Incumbents in this classification perform a wide variety of assignments associated with ensuring the University successfully fulfills tasks and responsibilities associated with the Office of Sustainability. The following examples of typical work activities are not meant to be an all-inclusive or restrictive list of work. Work assignments may involve related activities and may be focused in one area or vary on a regular basis.

#### 1) Sustainability Program

##### a. Research and Planning (30%)

- (1) Assumes leadership role in the Office of Sustainability in examining University operations in areas such as, but not limited to transportation, procurement, landscaping, built environment, food services, curriculum, and water; identifying and prioritizing likely areas to introduce greenhouse gas reductions and climate change adaptation strategies; produces, maintains, and updates, as necessary, plans and documents charting carbon reduction and adaptation goals, priorities, progress, and information.
- (2) Supports the development and implementation of climate action initiatives by University departmental units, groups, and students.
- (3) Contacts other universities, entities, and conducts literature reviews researching climate action and adaptation programs and best practices.
- (4) Acts as resource for student intern research projects conducted as for-credit internships for the Office of Sustainability.
- (5) Researches, prepares, and submits relevant grants to enhance and leverage campus funding for initiatives.

##### b. Program Implementation & Management (25%)

- (1) Works with University departments, groups, students and municipal partners implementing and managing climate action and adaptation projects and activities.
- (2) Supports the Director of Sustainability, Energy & Grounds in managing University wide climate action and adaptation related sustainability projects and activities.
- (3) Identifies sources and needs for project implementation funding; manages budgets and grants as necessary and reports appropriate information to granting agencies as directed.
- (4) Assume a leadership role in conducting climate action and adaptation assessments (e.g., greenhouse gas emissions inventory, carbon footprint, etc.) and reporting metrics to internal and external sources such as USGBC LEED, AASHE STARS, EPA Energy Star Portfolio Manager, Sierra Cool Schools, Clean Air Cool Planet, and the Climate Registry, and campus based sustainability reports.
- (5) Advises and mentors assigned student groups and individual students performing for-credit or other internships. Advising activities include personal project development, mentoring, and regularly attending meetings.

##### c. Education & Outreach (25%)

- (1) Works with faculty and staff developing and delivering presentations of University climate action and adaptation projects, practices, and general principles.
- (2) Fields technical climate action and adaptation questions from campus and community sources.
- (3) Works with Marketing and Communications to plan, coordinate, and implement education and public relations activities in support of climate action and adaptation projects and activities.
- (4) Provides relevant social media and web presence information content for campus and external websites.

##### d. Leadership & University Presence/Reputation within Higher Education Sustainability Field (10%)

- (1) Develops contacts at universities, community groups, and other entities to exchange information and best practices.

- (2) Actively leads/participates in University work groups and committees.
- (3) Attends and participates in conferences, panels, committees, workshops and trainings at the local, state, and national levels to present and develop climate action and adaptation information.

2) Participate in University-required Trainings/Meetings & Timekeeping tasks (5%)

- a. Attends mandated University trainings, meetings and other events during normal work hours and as requested.
- b. Utilizes University time management/absence reporting system as directed by supervisor.
- c. Handles sensitive information and maintains confidentiality with Office staff, University departments, and external agencies.
- d. May perform duties associated with emergency response functions in the event of an emergency (i.e., earthquake, fire, flood, etc.,).

3) Other Duties as Assigned (5%)

C. Minimum qualifications required to perform all essential functions: (Indicate work experience including type of work and number of years required; education, if applicable, including desired degree and field of study, and specify certificate or license requirements; e.g. nursing, counseling, lab tech, or automotive and equipment operator.)

The minimum qualifications required to perform all essential functions for this position include:

1) This position requires general knowledge and skills associated with climate change planning and foundational knowledge of public administration principles, practices, and methods. This foundation would normally be obtained through a bachelor's degree and/or equivalent training and administrative work experience involving study, analysis, and/or evaluation leading to the development or improvement of administrative policies, procedures, practices, or programs.

Preferred qualifications include the following:

- 1) Master's degree in Sustainability, Environmental Science or Engineering, Natural Resources Planning, Environmental Planning, or other relevant program, especially ones designed to explore systems analysis or design plus the equivalent of two years of paid experience in a job involving duties equivalent or similar to those outlined in section 4. B.
- 2) Advanced knowledge and background in the area of sustainability as it relates to climate action and adaptation planning including that required to develop and administer related programs appropriate to the University environment.
- 3) Highly developed analytical skills as required to complete research, produce reports and develop appropriate programs, policies, and procedures.
- 4) Possession of a valid California driver's license for the operation of any vehicle or equipment required in the performance of duties.
- 5) Possession of an appropriate driving record which is interpreted according to UCAM 6562 which requires certification that incumbent has not been issued more than three moving violations or been responsible for more than three accidents (or any combination of more than three thereof) during the past 12 months.

D. Knowledge, special skills and abilities required:

In addition to the minimum qualifications noted above, this position requires the following knowledge, special skills and abilities:

- 1) Demonstrated experience in principles, problems and methods of public and business administration and operational and fiscal management including the ability to understand problems from a broad, interactive, systems thinking perspective and discern applicable underlying principles to conceive of and develop strategic solutions.
- 2) Thorough knowledge of sustainability, climate action, and adaptation certification programs and rating systems related to facilities operations and development including USGBC LEED, AASHE STARS, EPA Energy Star Portfolio Manager, Sierra Cool Schools, Clean Air Cool Planet, and the Climate Registry.
- 3) Thorough knowledge of and ability to apply emerging communication theories, practices, principles, and techniques that might be employed to promote and advance climate action and adaptation on campus. To include the ability to effectively utilize technology to achieve communication goals.
- 4) Demonstrated ability to analyze operational and procedural problems and develop, recommend, and evaluate proposed solutions using reasoning and judgment as well as an understanding of the impact on other areas.
- 5) Demonstrated experience in research methods and statistical analysis, and the ability to interpret and evaluate results to develop sound conclusions and recommend new or revised policies.
- 6) Demonstrated skills in effective leadership and team management with proven ability to organize and manage teams, including internal staff and technical consultants.
- 7) Ability to effectively apply standards, guidelines, processes, procedures and terminology specific to the California State University.
- 8) Ability to perform accurate computations and unit conversions that include knowledge of subject matter units and knowledge of project economics and finance.
- 9) Ability to independently research, interpret, develop, communicate and implement regulations, codes, policies, procedures, guidelines and precedents regarding climate change and adaptation.
- 10) Ability to research and analyze data from a variety of sources and generate reports including skill in identifying, investigating and analyzing problems that impact project/initiative success. To include recommendations toward solutions for such.

- 11) Demonstrated ability to use tact, diplomacy and professionalism to effectively handle a broad range of high level and sensitive interpersonal situations with diverse personalities, and to respond appropriately to conflicts and problems..
- 12) Ability to understand problems from a broad, interactive perspective and discern applicable underlying principles to conceive of and develop strategic solutions.
- 12) Ability to maintain confidentiality and professionalism and handling confidential information with discretion and sensitivity.
- 13) Excellent attention to detail, including content and format.
- 14) Ability to train others and provide lead work direction.
- 15) Excellent communication skills with an ability to effectively communicate information in a clear and understandable manner, both verbally and in writing and a thorough mastery of English grammar, spelling and punctuation with a demonstrated ability to proofread and edit.
- 16) Ability to take initiative and independently plan, organize, coordinate and perform work in various situations with a high degree of accuracy and efficiency as well as exercise sound judgment where numerous and diverse demands are involved. To include excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines.
- 17) Demonstrated ability to effectively interpret, organize and present information, ideas and concepts in written or presentation format and use consultative, collaborative and facilitation skills to obtain decisions required to move forward toward implementation. Includes serving as the key contact/liason for Facilities Management in matters relating to climate action and adaptation.
- 18) Demonstrated ability to establish and maintain effective working relationships within and outside the Department as well as serve as a liaison to the campus and community. Ability to collaboratively work with representatives within the campus and public/private entities and handle potentially sensitive situations appropriately. To include demonstrated consultative skills in working with internal and external constituent groups.
- 19) Ability to communicate effectively and work harmoniously with a wide variety of individuals and organizations directly and indirectly involved with projects and/or assignments. Communication skills must include the ability to use expertise and influence as well as persuasion and negotiation tactics to effectively solve problems while achieving short and long term goals and objectives.
- 20) Ability to recognize and accommodate changing priorities; meet short and long term deadlines/goals; and complete routine tasks despite intermittent interruptions. This includes managing multiple tasks and working proactively to avoid crisis and backlog.
- 21) Ability to initiate, establish, and foster teamwork by maintaining a positive, cooperative, productive work atmosphere while establishing effective working relationships within a diverse population and with those from various cultural backgrounds.
- 22) Ability to operationalize sustainability concepts (economy, society, environment) into all aspects of performing job duties.
- 23) Fluent in the use of standard office equipment (copiers, scanners, fax machines, radios, multi-faceted phone and voicemail systems, etc.) technology and standard computer applications such as Microsoft Office (Word, Excel, Powerpoint, Explorer, Project, etc.,).

E. Equipment used in the performance of the assignment:

This position utilizes a variety of equipment typical to an office and project environment to successfully complete the duties assigned including:

- 1) Computer and/or Tablet and Associated Software Systems
- 2) Specialized Printers & Copiers (i.e., duplex printers, plotters, etc.,).
- 3) Complex & Specialized Communication System (i.e., University multi-faceted phone and voicemail system, paging system, two-way radios and other communication devices).
- 4) Typical Office Equipment (i.e., fax machine, shredder, etc).
- 5) Digital Camera
- 6) Campus vehicles including cars, trucks and utility vans.

F. Specific physical and/or environmental working conditions that relate to the essential job functions of the position:

In general, this position works a consistent schedule, Monday- Friday for an eight hour shift as assigned. Business needs may occasionally require evening and weekend hours in order to ensure assigned tasks and duties are completed as required or to respond to campus emergencies.

This position works in a wide variety of environments including both a typical office environment as well as a facility/building and construction oriented environment. As such, the position requires:

- 1) Sitting for prolonged periods of time.
- 2) Ability to lift up to 30 pounds occasionally.
- 3) Perform work involving physical activity including tasks with repetitive physical motion, traversing uneven slopes and climbing stairs.
- 4) Ability to work in a shared office area where there is heavy traffic, multiple interruptions and noise from office equipment and/or

nearby conversations.

5) Perform work in inclement weather, noisy, dirty and/or dusty environments.

In addition, this position may occasionally require the ability to travel as required to conduct State business.

This position classification has been defined as "Exempt" and is not subject to the overtime provisions of the Fair Labor Standards Act.

This position is considered a mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

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## SECTION FIVE - Additional Information

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List major changes in the position since it was last reviewed. Briefly describe what is different about the assignment in terms of responsibility, complexity, authority, and skills levels.

This is a new position within Facilities Management.

Describe the nature of supervision the employee in the position will receive.

This position will be supervised by the Director of Sustainability, Energy & Grounds. The incumbent will perform work independently based on the goals and objectives outlined by the supervisor with frequent consultation and reporting of progress on defined tasks. Level of oversight will be determined by the scope and complexity of each task.

### **Attach a current Organization Chart of the department/unit**

*(Indicate class titles and times bases. Indicate this position by an asterisk (\*) on the chart.)*