

Position Description

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.

SECTION ONE - General Information

Position Number: 00022889 Time Base: 1.0

Current Classification Title: Admin Analyst/Specialist, Level 3 (Exempt II) Current Working Title: Sustainability Analyst

Department: Facilities Management

SECTION TWO - Primary Action

Recruitment Existing Position New Position

Position Description Update

Skill Level Review

Classification Review

Requested By: Employee Management

SECTION THREE - Signatures

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: Kathleen Koscielak, Sustainability Analyst

Supervisor's/Lead's Signature: _____ Date: _____

Typed Name and Title: Michael Fisher, Director, Planning Design and Sustainability

Dean/Chief Administrator's Signature: _____ Date: _____

Typed Name and Title: Michael Fisher, Director, Interim Assoc. Vice President

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

Vice President's Signature: _____ Date: _____

Typed Name and Title: Sherie C. Gordon, VP of Administration and Finance

SECTION FOUR - Responsibilities and Requirements

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

Under the general direction of the Director of Planning and Sustainability (P&S), the incumbent provides administrative and programmatic leadership in multiple focus areas related to campus Sustainability activities. The incumbent will plan and lead sustainability initiatives and activities for university-wide implementation and will coordinate with stakeholders across campus, vendors, professional consultants, contractors and the Chancellor's Office to meet strategic goals. This position will perform research and identify areas of opportunity related to intersections of environment, society, and economy for campus operations, policy, and curricula, and plan, develop and implement prioritize action items to improve campus performance on established measures. Additionally, the incumbent provides lead work direction to others for assigned projects or initiatives and is responsible for 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 (20%):

- (1). Consult the Director P&S for prioritizing examination of University operations, policy, and curricula for identifying areas to improve or introduce sustainability concepts and cost efficiencies; produces, maintains, and updates, as necessary, plans and documents charting sustainability goals, priorities, progress, and information.
- (2). Leads and supports the development and implementation of sustainability initiatives by University departmental units, groups, and students.
- (3). Contacts other universities, entities, and conducts literature reviews researching sustainability programs and best practices.
- (4). Acts as mentor 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 (40%):

- (1). Develops and leads University departments, groups, and students through implementation of sustainability projects and activities.
- (2). Assists Director of P&S in developing University wide and CSU strategic sustainability goals and objectives.
- (3). Leads identification of resources and needs for project implementation funding; manages budgets and grants as necessary and reports appropriate information to granting agencies as directed.
- (4). Assume primary leadership role in conducting sustainability assessments and reporting metrics to internal and external sources such as AASHE STARS program, Sierra Cool Schools, Princeton Review, and campus based sustainability reports.

c. Education & Outreach (25%):

- (1). As determined, works with faculty and staff developing and delivering presentations of University sustainability projects, practices, and general principles.
- (2). Fields technical sustainability questions from campus and community sources.
- (3). As needed, works with Marketing and Communications to plan, develop, coordinate, and implement education and public relations activities in support of sustainability projects and activities.
- (4). Manage social media and web presence for the office by creating/maintaining content on campus and external websites.

d. Professional Development (8%):

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

e. Student Advising (5%):

- (1). Advising various students, student groups and clubs, which may include, but not limited to, the Waste Reduction and Resource

Awareness Program, PowerSave Campus, Campus Center for Appropriate Technology, and Sustainability Coalition. Advising activities include organization, budget, policy/guidance adherence and development, staff hiring (where appropriate), and regularly attending meetings.

(2). Provide professional guidance and knowledge to students and evaluate student staff, where appropriate and provide constructive feedback to all advisees.

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

- a. Attends mandated University trainings (safety and other), meetings and other events during normal work hours and as requested.
- b. Utilizes University time management/absence reporting system as directed by supervisor.

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) Education and experience equivalent to a Bachelor's degree and/or equivalent training.
- 2) Three years of analytical and/or administrative experience developing and implementing programs in support of a highly complex organization.
- 3) Incumbent must demonstrate the ability and desire to learn and develop job related skills.
- 4) Demonstrated knowledge and background in the area of sustainability including that required to lead, develop and administer related programs appropriate to the University environment.
- 5) Highly developed analytical skills as required to complete research, produce reports and develop appropriate programs, policies, and procedures.
- 6) Demonstrated competence in understanding, interpreting, and communicating procedures, policies, information, ideas, and instructions.
- 7) Well developed written and oral communication skills including a thorough foundation in English grammar, spelling and punctuation to effectively communicate standard information.
- 8) Fluent in the use of standard office equipment (copiers, scanners, multi-faceted phone systems, etc.), technology and computer applications such as Microsoft Office Suite (Word, Excel, Powerpoint, Explorer, etc.,).

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) Working knowledge of the common principles, problems, and methods of public and business administration and operational and fiscal management.
- 2) Ability to understand problems from a broad, interactive, systems thinking perspective and discern underlying principles to conceive of and develop strategic solutions.
- 3) Thorough knowledge of the holistic concept of sustainability (community, economy, environment), and the various methods to plan, develop and implement initiatives and activities to achieve such.
- 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 knowledge of business and financial processes, protocols, and techniques required to successfully plan, develop, manage and implement projects with limited independent financial resources available.
- 6) Well developed analytical skills as required to complete research and statistical analysis to interpret and evaluate results to develop sound conclusions and recommend new or revised ways of conducting business or policies.
- 7) Well developed project management skills including those required to plan, lead, guide and manage the implementation complex projects and diverse participants/stakeholders. To include knowledge of typical analytical and evaluative processes, resource requirements, scheduling, cost estimating and related documentation requirements.
- 8) Working knowledge of sustainability and energy certification programs and rating systems related to facilities operations and development including USGBC LEED, AASHE STARS, EPA Energy Star Portfolio Manager, Clean Air Cool Planet, and the Climate Registry.
- 10) Demonstrated effective leadership and team management skills with proven ability to organize and manage teams, including internal planning, design and operations staff, external consultants and contractors as related to the area of assignment.
- 11) Thorough knowledge of modern communication techniques, vehicles and formats and the ability to effectively use technology to achieve communication goals and the ability to apply emerging communication theories, practices, principles, and techniques that might be employed to promote and advance sustainability on campus.
- 12) Ability to effectively apply standards, guidelines, processes, procedures and terminology specific to the California State University.
- 13) 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 with a demonstrated ability to proofread and edit.

- 14) 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.
- 18) Ability to understand problems from a broad, interactive perspective and discern applicable underlying principles to conceive of and develop strategic solutions.
- 19) Ability to maintain confidentiality and professionalism and handling confidential information with discretion and sensitivity.
- 20) Ability to train others and provide lead work direction.
- 21) Ability to maintain records, retrieve data, prepare and present complex reports using computerized record keeping systems and databases.
- 22) Ability to independently perform detailed work with a high degree of accuracy and efficiency, and exercise sound judgment.
- 23) Ability to take initiative and independently plan, organize, coordinate and perform work in various situations 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.
- 24) Demonstrated ability to effectively present ideas and concepts in written or presentation form that consider communication style and language appropriate to diverse audience needs, and serve as liaison for Facilities in matters relating to sustainability. To include ability to use consultative, collaborative and facilitation skills to obtain decisions required to move forward toward implementation.
- 25) 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.
- 26) 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.
- 27) 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.
- 28) 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.
- 29) Ability to operationalize sustainability concepts (economy, society, environment) into all aspects of performing job duties.
- 30) 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, which may include specialized software for time, project, and data management functions, employed by the university or CSU system.
- 2) Specialized Printers & Copiers (i.e., duplex printers, plotters, etc.).
- 3) Complex & Specialized Communication System (i.e., University 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 from 8:00 a.m. thru 5:00 p.m. 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) Ability to conduct site visits as required to complete field investigations which may require 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.

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

This position is a "designated position" in the California State University's Conflict of Interest code and is required to file Conflict of

Interest forms subject to the regulations of the Fair Political Practices Commission.

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.

SECTION FIVE - Additional Information

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.

Updates have been made to indicate this position is being required to take on a leadership role in activities of the Office of Sustainability as part of the reorganization effort of Facilities Management and the elimination of the Director of the Office of Sustainability position, with those duties transferring to the former Director of Planning, Design & Construction, now titled as the Director of Planning and Sustainability.

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

This position will work under the general direction of the Director of Planning and Sustainability. The incumbent will perform work independently based on the goals and objectives outlined by the supervisor with consultation and reporting of progress on defined tasks. Level of oversight will be determined by the scope and complexity of each task.

To be completed by Human Resources - CANRA Reporting Status: Non-Reporter Mandated Reporter

Attach a current Organization Chart of the department/unit

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