



## **Assistant Secretary for Equity and Environmental Justice**

Natural Resources Agency

Duty Statement

The Assistant Secretary for Equity and Environmental Justice will lead efforts to cultivate and embed principles of justice, equity, diversity, and inclusion (JEDI) into the work of the California Natural Resources Agency (Agency) and its 26 member departments. The Assistant Secretary will also work to expand access for all Californians to the state's natural, historic and cultural resources by promoting all community voices in the Agency's decision-making on policies, programs and investments. This position will support and expand the Agency's effort to advance the Agency's Environmental Justice Policy, and institutionalize environmental justice practices into its program planning, development, and implementation decisions.

The Assistant Secretary for Equity and Environmental Justice is appointed by the Governor and will report to the Agency's Deputy Secretary for External Affairs. This position will collaborate closely with the Secretary, Undersecretary and other Agency members, as well as intergovernmental colleagues. The Assistant Secretary will lead work that requires a high degree of skill in planning, project management, team leadership, communication, presentations, problem solving, and program evaluation.

Specific duties include, but are not limited to the following:

### **ESSENTIAL FUNCTIONS**

30% **External Engagement:** Serve as the Agency's JEDI liaison with other governmental agencies, as well as community organizations and the public. Represent the Agency on environmental justice matters at governmental work groups, public outreach forums, and meetings with stakeholders and the public. Organize the Agency's outreach efforts to a broad range of local community stakeholders, and build and maintain relationships with leaders, organizations and officials representing diverse communities, while actively identifying opportunities for Agency partnerships on environmental justice.

- 30% **Policy and Program Development:** Design and implement an agency-wide initiative to operationalize and institutionalize principles of environmental justice, equity, diversity and inclusion, in furtherance of the Agency's commitment to an Access for All priority. Analyze organizational programs, policies, and practices with ongoing collaboration with Agency leadership. Advise Agency leadership on policies, programs, budgets, legislative priorities, grants, and strategies to strengthen partnerships with environmental justice groups, local community organizations, underserved communities and other key stakeholders. Seek to ensure meaningful involvement of diverse communities with respect to the development, adoption, implementation, and enforcement of environmental laws, regulations, and policies. Support staff development and the identification and recruitment of talented leaders into the Agency who reflect the diversity of California. Facilitate education and learning opportunities amongst staff, and create and share tools and resources for supporting the integration of JEDI into Agency work practices.
- 25% **Coordination:** Lead collaboration across the Agency to ensure consistent equity, environmental and inclusion practices in all departments and programs. This includes building upon existing efforts, elevating successful practices, and coordinating the use of consistent, cohesive policies within the Agency. Seek to embed JEDI values throughout internal operations and external outreach work, enabling Agency and departmental capacity building.
- 15% **Communications:** Regularly share Agency progress on equity, environmental justice and inclusion by shaping and executing regular communication within and beyond our Agency through our website, emails and social media content. Ensure the Agency's public materials reflect JEDI priorities and provide the Secretary and Agency leadership with key information to convey in their public events.

Applications can be submitted at <https://www.gov.ca.gov/application-for-appointment/>