**Name:**

**Position #:**

**Effective Date:**

**OFFICE OF PLANNING AND RESEARCH**

**DUTY STATEMENT**

**ICARP Program Manager**

**SCOPE**:

Under the direction of the OPR Director and OPR Deputy Director for Climate Resilience, the ICARP Program Manager will manage the day to day operations of the Integrated Climate and Resiliency Program (ICARP), including support and manage the ICARP Technical Advisory Council, and provide strategic support to staff responsible for the Adaptation Clearinghouse,. The Integrated Climate Adaptation and Resiliency Program (ICARP), established through Senate Bill 246 (2016; Wieckowski), is a critical tool in California’s strategy and leadership on climate adaptation and resilience. ICARP is charged with developing a cohesive and holistic response to the impacts of climate change by coordinating state and local adaptation efforts to advance implementation. Through the enabling legislation, ICARP is centrally focused on efforts that advance climate equity and support integrated climate strategies, or those strategies that benefit both greenhouse gas reductions and adaptation.

**ESSENTIAL FUNCTIONS:**

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

20% **Program Management**

* Supervise ICARP staff, contractors, and interns:
	+ Provide clear direction, timelines and expectations to ICARP staff and contractors.
	+ Develop work plans and detailed roles and responsibilities for ICARP staff; ensuring alignment with the full OPR climate team workplan. Support contract management and evaluation.
* Serve as the programmatic point of contact for ICARP for interagency collaboration:
	+ Coordinate with other agencies administering adaptation related projects.
	+ Coordinate with OPR administrative staff on development of ICARP contracts, inter-agency agreements and grant agreements.
* Help coordinate activities related to ICARP initiatives at the state, local, and regional levels and meet program objectives.
* Support OPR and SGC leadership to deepen partnerships across the state to achieve ICARP goals.

20% **Program Development and Implementation**

* Act as a liaison with state, local, and regional entities to implement the program objectives, guidelines and policy related to ICARP.
* Provide leadership and guidance on:
	+ Program guidelines and materials, research, and grant applications
	+ Overseeing program implementation and evaluation.
	+ Creating communications materials and ensuring implementation of an ICARP engagement strategy.
	+ Development of decision-support tools for state, regional and local implementation.
	+ Ensuring ICARP advances racial and social equity in the context of the state’s adaptation and resilience efforts.
* Advance local plan alignment conversations on topics needing immediate attention, including wildfire and other climate risks, to focus on moving from assessment to action.
* Support and advising on state adaptation strategies and planning documents such as the Adaptation Planning Guide and Safeguarding California.

50% **Manage ICARP Technical Advisory Council and Outreach**

* Lead staff for the Integrated Climate Adaptation and Resiliency Program’s Technical Advisory Council and associated work groups. Tasks include agenda setting and scoping, identifying goals and outcomes of meetings and facilitating discussion and decisions across the TAC and OPR, scoping and implementing TAC priorities, vision, and framework (i.e., aligning state funding/financing, vulnerable/frontline communities and technical assistance, etc.)
* Support the Deputy Director in outreach to the ICARP Technical Advisory Council, Legislature, and the Governor’s Office.
* Share the Council’s mission and activities with interested parties. Foster relationships with governmental and non-governmental organizations.
* Work with stakeholders and consultants on outreach and technical assistance to ensure that ICARP Council opportunities reach a variety of audiences across the state.
* Work with OPR and SGC staff and all of its programs to facilitate feedback loops from communities across the state that will inform the Council to implement ongoing improvements to program delivery.

10% **Program Evaluation**

* Develop an overall evaluation strategy of ICARP, including staff lead for the Annual ICARP Impact Report
* Develop best practices and lessons learned from the program.
* Participate as an active member of OPR’s climate team and other duties, as assigned

**SUPERVISION RECEIVED AND EXERCISED:**

Receives direction from the OPR Director and Deputy Director for Climate Resilience. May oversee the work of interns and OPR staff on a project by project basis.

**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 concerns with your hiring supervisor. If unsure of a need for reasonable accommodation, inform your hiring supervisor, who will discuss your concerns with the Personnel Office.)

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Employee Signature Date

**I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.**

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Supervisor Signature Date