State of California

Governor’s Office of Planning and Research

Classification: Senior Projects Analyst

Working Title: Program Manager – Integrated Climate Adaptation and Resiliency Program (ICARP)

Salary: $6,816.00 **-** $8,479.00, monthly

Location: Sacramento

The Governor’s Office of Planning and Research is an equal opportunity employer to all regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, genetic identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), or sexual orientation of any person.

The Governor’s Office of Planning and Research (OPR) Climate Team is a diverse group of dedicated colleagues who collaborate across disciplines to develop cohesive and coordinated responses to the impacts of climate change across the state. The Climate Team works to integrate climate change into state and local planning and investment decisions through the development of decision-support tools, guidance, and support to local governments and other partners.

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.

OPR is a fast-paced, creative work environment. Assignments may involve high-visibility and politically sensitive subjects that are of critical importance to the Governor of California and to the State. As such, this position requires a high degree of independent judgement, strong collaboration and communication skills, a positive attitude, and a sense of humor.

**Typical duties include:**

The ICARP Program Manager is a professional classification. Incumbents independently identify problems, develop courses of action, and conduct critical and/or sensitive scientific investigations and studies and may prepare guidance, policy, planning, or regulatory documents and legislative proposals on issues of importance to the employer, and do other related work. Decision making at this level has a higher consequence of error. Incumbents may be assigned lead responsibility for a specific project, program function, or area of expertise; may act as a mentor to lower level staff; and may act as consultants to other technical staff, management, and other agencies in those matters. Incumbents supervise and direct the work of professional or technical ICARP staff.

**Minimum Requirements:**

Possession of a Bachelor’s degree in urban and regional planning, public policy, public health, or other relevant social sciences, climate, environmental or natural resource science, physical geography, or a closely related discipline; *and* **five** years of increasingly responsible professional experience as a policy analyst in climate adaptation and resilience research, management, planning, regulation, or investigation, two years of which have included responsibility in the development or implementation of policies, programs, plans, or research projects; or conducting an environmental monitoring and surveillance, enforcement, or environmental management program; or in the direction of the work of a multidisciplinary investigatory or regulatory staff.

Possession of a master's degree in the above-named disciplines may be substituted for one year of the required general experience; possession of a doctorate in the above-named disciplines may be substituted for two years of the general experience.

**Desirable Qualifications:**

In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will provide the basis for competitively evaluating each candidate:

* Subject-Area Knowledge: General familiarity with one or several relevant subject areas and practices, e.g.: climate adaptation and resilience planning, climate vulnerability assessments, local government roles and processes, land use planning, housing, community development, economic development, social and racial equity, environmental policy and greenhouse gas reduction, and environmental protection.
* Collaboration: Track record of successfully collaborating with diverse teams and fostering positive working relationships with colleagues and partners, including staffing or working with advisory bodies or entities.
* Organization and Personal Accountability: Ability to prioritize assignments, manage multiple simultaneous projects, ask for assistance when needed, and provide regular progress updates to collaborators, supervisors, and colleagues.
* Communication skills: Superior written and oral communications, especially the ability to write succinctly and clearly.
* Analysis: Ability to research and analyze quantitative and qualitative information and prepare and present results orally and in writing. Database management and data entry.
* Independent Judgement: Ability to understand and effectively respond to cultural and political context. Ability to implement sound professional judgement and critical thinking.
* Commitment to Diversity, Equity and Inclusion: Demonstrated personal and professional commitment to advancing diversity, equity, and inclusion.
* Travel: Ability to travel occasionally as needed. (The State of California reimburses employees for qualifying travel-related expenses.)
* Bilingual a Plus.

**Compensation and Benefits**:

The State of California benefit package may include:

* Retirement contributions into the California Public Employees’ Retirement System.
* Vacation and Sick Leave or Annual Leave
* Professional Development Day – two days per fiscal year
* Medical, dental, and vision insurance
* Life insurance basic coverage of $50,000 for managers and $25,000 for supervisors, confidential, and excluded employees.
* Voluntary enrollment into a deferred compensation program Long-term Disability Insurance, Long Term Care Insurance, Group Term Life Insurance, and a Legal Service Plan.
* Flexible work hours and occasional ability to work remotely with prior agreement of supervisor. (However, this position is primarily expected to be in-person.)
* This position is exempt from Civil Service.

**Final Filing Date:**

July 17, 2020

**Review and Selection Process:**

Candidates with the most desirable qualifications will be invited for interviews. Initial interviews will be held in Sacramento, California or by phone or video conference. The ICARP Program Manager serves at the pleasure of the Governor and is an “Exempt” position; therefore, appointment to this position and salary are subject to executive approval.

**How to Apply:**

Submit the following materials:

* CalHR Application
* Resume
* Cover Letter: No more than one-page total.
* Writing Sample: At least one writing sample that illustrates Applicant’s independent writing and research abilities. Please include only independent work (not collaborative projects). If the writing sample is part of a broader project, please clearly indicate which portion is the Applicant’s own independent work. Maximum 5 pages, please.

Questions may be directed to Joanna.sledge@opr.ca.gov.