**Classification(s):** Associate Governmental Program Analyst

**Working Title:** Associate Governmental Program Analyst

**Position Number:** 535-**580-5393-804**

**Division/Office**: **Renewable Energy /School Stimulus**

**Collective Bargaining Identifier (CBID):** **R01**

**Work Week Group (WWG): 2**

**Effective Date: September 28, 2021**

**Conflict of Interest (COI):**  **Yes**   **No**

If yes, this position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment, which identifies pertinent personal financial information.

**Job Description**

Under the general direction of the Energy Resources Specialist III (Managerial) in the School Stimulus Office (SSO) of the Renewable Energy Division, the Associate Governmental Program Analyst serves as part of an interdisciplinary team to implement the California Schools Healthy Air, Plumbing, and Efficiency (CalSHAPE) Program. The CalSHAPE Program provides grants to local educational agencies to test, adjust, repair and upgrade ventilation systems, and to replace noncompliant plumbing fixtures and appliances that fail to meet energy efficiency standards and waste potable water. At the full journey level, the incumbent performs a variety of consultative, complex, analytical, and contract management services to support the CalSHAPE Program; manages non-technical projects; and consults with experts in the field. The incumbent assists program managers and supervisors with workload planning, organization and reporting for program activities. The incumbent will coordinate activities with other administrative staff in the division and other divisions and may support other division programs as needed.

## Essential Duties

40% Serve as the non-technical lead in compiling grant agreement packages for the CalSHAPE program. Works with program leads to manage contract agreements, budget documents and other requirements necessary to execute grant agreements. Coordinates with other divisions and fiscal agencies to ensure timely execution of grant agreements. Analyzes program grant data and provides briefings and reports to management on CalSHAPE grants. Maintain understanding of department policies and processes to ensure all materials meet relevant requirements and deadlines.

30% Responsible for finalization of documents prepared for briefings and Commission meetings. Analyze and make recommendations on issues; analyze the content of materials to ensure clarity and accuracy; and finalize and prioritize materials for meetings. Serve as meeting host for briefings and other meetings for both web-based and in-person meetings. Prepare reports (both orally and in writing) on CalSHAPE Program policy issues. Attend both preliminary and final agenda review meetings and track results of the Business Meeting for CalSHAPE Program items.

20% Create and maintain program grant forms and templates to streamline the grant funding process; independently assess when templates need to be revised; also ensure that the revised templates and forms are consistent with adopted program guidelines.

5% Maintain the program’s internet web presence and create outreach documents for external audiences in coordination with program staff and Media & Public Communications Office. Compile reports and data from staff for posting to Energy Commission’s website; review staff-prepared products to ensure compliance with relevant Energy Commission guidelines and procedures; and compose original documents for the website. Support program outreach leads to coordinate activities and maintain current and complete online program information. Communicate emerging issues, concerns, and/or recommendations regarding the program’s web presence, quality control, or other related matters to management’s attention.

## Marginal Duties

5% Perform other duties as required, consistent with the specifications of the classification.

## Working Conditions

Due to the COVID-19 pandemic, the majority of the duties will be performed in a telework environment, but may return to an office environment in the future. Regular and consistent attendance is essential to the successful performance in this position. Occasional travel may be required.

## Diversity and Inclusion Statement

As a State agency serving all Californians, the California Energy Commission is committed to being an organization that embodies diversity, equity, and inclusion. The Energy Commission plays an active and meaningful role in creating an environment that enables each employee to thrive.

**Employee’s Acknowledgement:** I certify that I am able to perform, with or without the assistance of a reasonable accommodation, the essential duties of this position.

**Employee’s Name (Print): Vacant**

**Employee’s Signature**: **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Supervisor’s Acknowledgment:** I certify this duty statement represents a current and accurate description of the essential functions of this position. I have discussed the duties of this position with and provided the above-named employee a copy of this duty statement.

**Supervisor’s Name (Print): Jonathan Fong**

**Supervisor’s Signature**: **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_