**Name:**

**Position #:**

**Effective Date:**

**OFFICE OF PLANNING AND RESEARCH**

**STRATEGIC GROWTH COUNCIL**

**DUTY STATEMENT**

**Senior Intergovernmental Program Analyst – Regional Early Action Planning**

**POSITION DESCRIPTION**

The Regional Early Action Planning Grants of 2021 (REAP 2.0) is a $600 million state and federal investment to advance the implementation of adopted regional plans by funding planning and implementation efforts that accelerate infill housing and reductions in per capita vehicle miles traveled. The REAP 2.0 program is administered by the California Department of Housing and Community Development (HCD) in collaboration with the Governor’s Office of Planning and Research (OPR), California Strategic Growth Council (SGC), and the California Air Resources Board (CARB).

Under the supervision of the REAP 2.0 Program Manager with direction from the REAP Leadership Team, and general direction from the OPR Deputy Director of Planning & Community Development, the REAP 2.0 Senior Intergovernmental Analyst will assist on the development and implementation of REAP 2.0 program guidelines, materials, and monitoring activities. The incumbent will coordinate and provide technical assistance, including providing GIS data and mapping technical assistance to interagency partners and grantees to support the advancement of broad State goals and priorities, including climate change mitigation and greenhouse gas reduction, infill housing development and vehicle miles traveled reduction goals, housing production and affordability, economic development and shared prosperity, social and racial equity, and others.

**SCOPE**

The REAP 2.0 Senior Intergovernmental Program analyst will assist in the implementation of REAP 2.0 projects and activities that support equitable, sustainable planning and development throughout California’s diverse communities. This position will require that candidates have a background in GIS and spatial analysis techniques in order to assist with the development of tools and data-related technology to implement the REAP 2.0 program in an innovative way. This position’s primary focus will be to provide technical assistance to program applicants, and develop innovative tools and resources, and other assistance to metropolitan planning organizations (MPOs), local governments, and other community-based stakeholders and partners through the development and implementation of the REAP 2.0 grants program. The REAP 2.0 Senior Intergovernmental Program Analyst will coordinate with the REAP 2.0 Program Manager and related staff at OPR SGC programs, CARB and HCD who is the lead state agency for administering the program.

**SPECIFIC DUTIES**

**15%** **Program Development**

* Support program development and implementation:
* Support development of REAP Guidelines, including solicitation and integration of feedback from state stakeholders and community partners
* Conduct and coordinate research to inform program development and implementation
* Work with the other implementing agencies to communicate best practices from a California planning perspective
* Support development of application materials.
* Support the application review process
* Research, develop and write staff reports and presentations to support development and implementation of the program
* Support troubleshooting and performance tracking in implementation phase

**25%** **Program Implementation**

* Support program development and implementation:
* Support the implementation of REAP Guidelines, including solicitation and integration of feedback from state stakeholders and community partners
* Conduct and coordinate technical and data related research to inform program development and implementation
* Perform GIS and spatial analysis and related duties that would help develop innovative tools to implement the REAP 2.0 program.
* Work with the other implementing agencies to communicate best practices from a California planning perspective
* Support the development of application materials
* Support the application review process
* Research, develop and write staff reports and presentations to support development and implementation of the program
* Support troubleshooting and performance tracking in implementation phase

 **20%** **Program Coordination**

* Perform activities related to program coordination across agencies:
* Coordinate on a regular basis under the direction of the OPR REAP 2.0 Program Manager with the Strategic Growth Council, the California Air Resources Board and the Housing and Community Development Department.
* Identify opportunities for coordination between AHSC and other SGC programs, including guideline development and implementation
* Represent OPR at REAP 2.0 coordination meetings
* In partnership with other REAP 2.0 team staff members, develop technical tools to facilitate the collaboration and continuity for REAP 2.0 program applicants
* Collaborate with regional and local jurisdictions and other stakeholders to facilitate coordination and implementation of REAP 2.0 programs
* Coordinate with technical assistance providers to develop best practices for the administration of REAP 2.0 technical assistance, fact sheets, and supportive materials
* In partnership with other staff members, help identify legislative opportunities and constraints in the development and implementation of REAP 2.0 programs
* Assist in shaping OPR’s transportation and housing policy to achieve State Planning Priorities, in collaboration with other staff, particularly in areas such as intersection of housing and transportation policy to combat climate change, transportation finance, and long-range planning

**15%** **Technical Assistance**

* Through outreach and work with program applicants and grantees, partner with the OPR REAP 2.0 team and other state agencies on the development of the technical assistance approach to support REAP applicants, including:
* Support applicants in accessing technical assistance
* Develop scopes of work and solicitation materials for TA provider
* Maintain relationships with TA providers and establish partnerships between TA providers and potential applicants
* Support SGC, OPR and inter-agency workgroups related to the development and implementation of REAP

**10%** **Program Outreach**

* Support the program on outreach activities:
* Develop REAP 2.0 case studies, as needed
* Develop materials/presentations/tools necessary for the programs to communicate to a variety of audiences with varying levels of understanding of the program
* Maintain relationships with applicants to identify and remove barriers to program implementation
* Communicate effectively both verbally and in writing to REAP 2.0 stakeholder groups, community-based organizations, local governments, and regional agencies

**5%** **Program Administration**

* Support REAP 2.0 administrative programs to achieve all intended goals and help the State meet its legislative deliverables:
* Support planning for workshops, meetings and events, both in-person and online
* Facilitate access to data for internal and external reporting purposes

**10%** **Other Duties**

* Participate in staff meetings, attend trainings, provide work status reports, handle special projects, serve on inter-agency working groups, and perform other duties as assigned.
* Participate in relevant policy development and program management meetings, both internally and externally
* Be a resource to OPR for facilitate collaboration to SGC, HCD, and CARB staff

 **SUPERVISION RECEIVED AND EXERCISED:**

Receives direction from the OPR REAP Program Manager. May oversee interns and contractors.

**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