[ ]  Current

[x]  Proposed

**POSITION INFORMATION:**

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| **Employee Name:**Vacant | **CV Unit:**Program Department  |
| **Classification:**Senior Project Analyst | **Working Title:**Deputy Director of Neighbor-to-Neighbor |
| **Salary:**$7,413 - $9,978 per month | **Position Number:** 368-655-7016-901 |
| **Work Location:**1400 10th Street, Sacramento, CA 95814 | **Effective Date:**TBD |

**CALIFORNIA VOLUNTEERS:**

California Volunteers, Office of the Governor is the state office tasked with engaging Californians in service, volunteering, and civic action.

Since 2020, California Volunteers has launched several historic initiatives including Governor Newsom’s California Climate Action Corps, the country’s first statewide climate corps program; the #CaliforniansForAll service initiative launched in response to COVID-19 to establish a volunteer corps to support the state’s response to emergencies and disasters; and Operation Feed California, a volunteer program created to stabilize California food bank operations.

As part of Governor Newsom’s California Comeback Plan, California Volunteers received a nearly $400 million investment in service to expand and create new programs.

Led by the state’s Chief Service Officer, Josh Fryday, California Volunteers is supported by a bipartisan 25-member Commission and a team of experts driven by a mission to empower and mobilize all Californians to volunteer and serve in their communities.

**SCOPE:**

Over the last three years, California Volunteers launched multiple innovative service and volunteer programs to engage the community in addressing critical needs such as climate change, education disparities, disasters, and food insecurity. One key program is Neighbor-to-Neighbor, originally started during the COVID-19 pandemic, to engage neighborhood leaders and organizations across the state to increase cohesion, cooperation, and action that improves communities.

The Neighbor-to-Neighbor Deputy Director is tasked with assisting with the design, development, and expansion of the Neighbor-to-Neighbor program. The Neighbor-to-Neighbor Deputy Director collaborates with College Corps, Climate Action Corps, Disaster Services, and AmeriCorps to coordinate program activity to support Neighbor-to-Neighbor. This position collaborates with Communications, External Affairs, and the Marketing Department on program reporting and recruitment. The Neighbor-to-Neighbor Deputy Director has a commitment to serving California’s diverse communities throughout the administration of the program and must contribute to a work environment that celebrates diverse backgrounds, cultures, and personal experiences.

**SPECIFIC DUTIES:**

**50%** As it relates to the Neighbor-to-Neighbor program development and implementation, manages the implementation and monitoring of the Neighbor-to-Neighbor program by creating robust year-round programming for individual action and volunteer engagement in neighborhoods across the state. Curates the list of trainings and resources for Neighbor-to-Neighbor leaders. Works with community partners to identify trainings and resources to house in California Volunteers’ Learning Management System. Works with partners to develop in person trainings. Creates reporting and monitoring templates for Neighbor-to-Neighbor Grantees to track their activity and monitor grant deliverables. Provides guidance to grantees, when necessary.

Supports the Community Engagement Director with partnership development to support neighborhood activity. Coordinates with Regional Program Managers and Neighbor-to-Neighbor Manager to ensure cohesion. Coordinates the collection and reporting of key performance indicators to track program success.

**40%** To ensure success of the program, cross-collaborates with internal departmental staff by working with the Digital Liaison and Deputy Director of Programs to improve data collection processes. Collaborates with Communications and Marketing and Member Engagement teams in the development of campaigns and communication strategies to recruit neighborhood leaders, facilitate program projects and share program successes. Coordinates with the Disaster Unit, Climate Action Corps and College Corps to shape neighborhood volunteer projects that support the volunteer/community engagement strategy developed by the Community Engagement Director to help meet California Volunteers 2026 Program goals and to support ongoing and emerging initiatives. Creates a Neighborhood Leader recruitment strategy with a goal of 1000 leaders by 2026. Develops engagement opportunities, geographic targets and ongoing activities promoting climate action, disaster preparedness and community engagement. Leverages the Learning Management System to promote engagement between neighbors.

**10%** Participates in staff meetings, attend trainings, provides work status reports, handles special projects, serves on inter-agency working groups, and performs other duties as assigned. Serves as point of contact for Neighbor-to-Neighbor “Service Force” usage (Salesforce-based CRM). Coordinates with the Neighbor-to-Neighbor team and Regional Managers to gather data and metrics for reporting. To support department initiatives, this position may require 10% of travel locally and statewide.

**SUPERVISION RECEIVED AND EXERCISED:**

The Deputy Director of Neighbor-to-Neighbor reports directly and receives the majority of assignments from the Director of Community Engagement; however, direction and assignments may also come from senior leadership or executive team members.

**WORK WEEK GROUPS:**

**This is an “Exempt” position that is served at the pleasure of the Governor.** Incumbentsa part of Work Week Group 2, i.e., Office Tech, Junior Staff Analyst, Assistant IPA, Associate IPA. Overtime for employees in these classes are not eligible for exemption under Section 7K of the Fair Labor Standards Act (FLSA), as defined all hours worked in excess of 40 hours in a period of 168 hours or seven consecutive 24-hour periods.

Incumbents a part of Work Week Group “E”, i.e., Staff IPA, Senior IPA, Senior Projects Analyst, Senior Advisor, Assistant to the Governor, Senior Assistant to the Governor. In included classes that are exempted from coverage under the FLSA because of the “white-collar” (administrative, executive, professional) exemptions. To be eligible for this exemption a position must meet both the “salary basis” and the “duties” test. There are seven WWGs; however, only 2 apply to Office of Planning and Research employees, WWG2 and WWGE.

**DIVERSITY, EQUITY, AND INCLUSION:**

This position helps to create a work environment that celebrates diverse backgrounds, cultures, and personal experiences. Support our organizational equity goals in your day-to-day work regardless of where you are located within the organization.

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**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**