**Name:**

**Position #: 368-675-7016-901**

**Effective Date:**

**OFFICE OF PLANNING AND RESEARCH**

**CALIFORNIA STRATEGIC GROWTH COUNCIL**

**DUTY STATEMENT**

**SGC Senior Administrator**

**Classification: Senior Projects Analyst**

**Salary Range: $7,413 - $9,977 monthly**

**STRATEGIC GROWTH COUNCIL**

The Strategic Growth Council (SGC) is a 10-member Council comprised of seven state Cabinet-agencies and three public members that coordinates and works collaboratively across state government and with public agencies, communities, and stakeholders to achieve sustainability, equity, economic prosperity, and quality of life for all Californians. SGC catalyzes government innovation for community transformation by approaching our work in the following ways:

* **Ideate:** Working in partnership with California’s communities, government partners, and others to identify key challenges and develop transformative ideas to solve them.
* **Incubate:** Pilot new programs and test proof of concepts together with communities and implementing partners across California.
* **Scale:** Export and scale proven models across SGC’s whole of government Council and beyond.

SGC programs include Affordable Housing and Sustainable Communities (AHSC), Sustainable Agriculture Lands Conservation (SALC), Transformative Climate Communities (TCC), Community Resilience Centers (CRC), Climate Change Research (CCR), Community Assistance for Climate Equity (CACE), and Health and Equity Program (HEP) – which is part of a multi-agency Health in All Policies (HiAP) Initiative. SGC is a fast-paced, creative work environment that requires staff to have strong collaboration skills, an ability to quickly respond to changing policy needs, a positive attitude and sense of humor.

SGC is housed within the Governor’s Office of Planning and Research (OPR).

**SCOPE**:

Under the general direction and management of the SGC Executive Director, and with oversight from the Office of Planning and Research (OPR)’s Senior Operations Manager, the Senior Administrator will serve as SGC’s primary administrative lead. This includes responsibilities for, planning, organizing, and evaluating the administrative functions of SGC, including personnel, budgets, contracts, legislation, training, travel, information technology, and policy and procedures. The Senior Administrator makes recommendations to SGC Leadership and Program Managers on the impact or potential impact of changes in budget, accounting, and procurement. The Senior Administrator will represent the interests of SGC as part of the broader OPR administrative team; serve as the primary SGC liaison to Accounting Administrator, Budget Officer, and Procurement team; and provide oversight and support of the administrative requirements with tracking, transferring, auditing, and reporting of the organization’s financial needs and grant programs. This position may manage the SGC-funded administrative positions.

**ESSENTIAL FUNCTIONS:**

This is a professional classification characterized by the responsibility for performing extensive analytical and administrative supportive tasks. The incumbent must possess strong analytical skills, supervisory abilities, and personal qualifications to succeed in a broad range of fiscal, management, operational situations and is called on to be the subject-matter expert in the administrative responsibilities of SGC to ensure successful day to day operation. The incumbent’s decisions and actions have great impact of the successful administration of SGC’s mission and provide critical administrative contributions to the various programs. This classification is responsible for the most complex technical analytical staff services assignments such as planning, monitoring, evaluating, budgeting, procurement, accounting, research, and report preparation. They are required to be able to reason logically and use a variety of analytical techniques to resolve complex issues; develop and evaluate alternatives; schedule, prepare materials for, participate in, and prepare summaries of policy development and program management meetings. The Senior Administrator participates in the development and management of a portfolio of assigned projects. Employees in this class regularly carry out higher level responsibilities utilizing independent decision-making and judgment.

**10% Executive Director and Organizational Support**

* Support the Executive Director in ensuring that SGC’s mission of coordinating the activities of State agencies and stakeholders to promote sustainability, equity, economic prosperity, and quality of life for all Californians is achieved.
* Work closely with the SGC Deputy Directors, Staff Counsel, and OPR Administration section to respond to requests from the Executive Director, Council members, and other government agencies such as the Department of Finance (DOF) and Department General Services (DGS) concerning the SGC budget, accounting, and procurement processes,
* Participate in SGC Leadership team meetings, attend regular check ins with SGC Leadership, and host monthly administrative meetings between SGC Leadership and OPR Administration.
* Work with SGC Staff to meet organizational priorities including but not limited to meeting statutory deadlines, developing administrative guidance on program policies and mandates, and supporting the implementation of the Racial Equity Action Plan.

**40% Fiscal Oversight**

* Work closely with the OPR budget, accounting, and procurement staff to review and validate monthly operating expenditures and produce complex management cost reports. Ensure allotments, expenditures, projections, and other fiscal issues, and budgetary shortfalls are brought to the attention of management.
* Prepare quarterly expenditure projections reports and address discrepancies with respective SGC Executive Director and Deputies.
* Analyze legislation and provide fiscal recommendations. Assist in preparation of bill analyses, and regulation packages and ensure they are properly prepared for Executive Office approval to submit initial and final filing.
* Independently track Greenhouse Gas Reduction Fund (GGRF) appropriations and transfers; prepare and submit monthly cash flow projections to the California Air Resources Board (CARB); and support program teams in maintaining effective and timely reporting related to financial expenditures to CARB and other relevant oversight agencies.
* Assist in preparing Budget Change Proposals and Spring Finance Letters. Work with SGC staff to ensure proposals are completed on schedule and in the proper format.
* Prepare executive staff for budget hearings and keep staff apprised of concerns or questions.
* Work with OPR Budget Officer to resolve any budget issues; provide projections of expenditures such as purchases, contracts, inter-agency agreements, and/or travel; and make recommendations to management on necessary changes.

**40% Administrative Support**

* Oversight of the administrative functions including personnel, budgets, contracts, and legislation. Responsible for formulating program alternatives; making recommendations on a broad spectrum of administrative and program-related problems and advising management on its impact or potential impact.
* Provide support to the SGC grant programs by supporting the inter-agency partnerships, providing oversight on funding, complying with audits, and developing complex reports and administrative manuals.
* Coordinate and work with SGC Legal Counsel, SGC Program Managers, and OPR Procurement to generate and amend Interagency Agreements, grants, contracts, and purchase orders as needed.
* Work with Program Managers to ensure program teams are monitoring and tracking Interagency Agreements and expenditures; processing invoices from contractors and subcontractors; preparing, coordinating, and submitting Scope of Work changes, deliverables, and close out documents; and preparing and submitting grant reports and Form 270s.
* Independently track federal grant funding, ensuring that critical reporting and audit requirements are met under Federal laws and policies.

**10% Other Duties**

* Participate in staff meetings, attend training, handle special projects, supervise interns as needed, provide work status reports, and perform other duties as assigned.
* Participate in a variety of policy development and program management meetings; provide critical contributions; research, compile and summarize information for document composition, staff reports, and/or presentations.

**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.)

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Supervisor Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Executive Director Signature Date