



Governor's Office of
Planning and Research

DUTY STATEMENT

PROGRAM STATE PLANNING AND POLICY DEVELOPMENT		POSITION NUMBER (Agency – Unit – Class – Serial) 368-695-5393-XXX				
BRANCH Planning and Research		CLASSIFICATION TITLE Associate Governmental Program Analyst				
SECTION/UNIT (If applicable) Community Economic Resilience Fund		WORKING TITLE Southern California Policy and Engagement Analyst				
REGIONAL HUB Sacramento		COI Yes	WWG 2	CBID R01	TENURE P	TIME BASE FT
WORK SCHEDULE M-F 8am-5pm	SUPERVISION EXERCISED None	SPECIFIC LOCATION ASSIGNED TO 1400 10th Street, Sacramento, CA 95814				
INCUMBENT (If known)		EFFECTIVE DATE				
PRIMARY DOMAIN (IT positions only)	N/A					
AGENCY OVERVIEW						
The Office of Planning and Research (OPR) serves the Governor and his Cabinet as staff for long-range planning and research and constitutes the comprehensive state planning agency. OPR assists the Governor and the Administration in planning, research, policy development, and legislative analysis. OPR formulates long-range state goals and policies to address land use, climate change, population growth and distribution, urban expansion, infrastructure development, groundwater sustainability and drought response, and resource protection. OPR's budget programs include State Planning and Policy Development, Strategic Growth Council, California Volunteers, Office of Community Partnership and Strategic Communication, Racial Equity Commission, and Youth Empowerment Commission. OPR is a fast-paced, creative work environment that requires staff to have strong collaboration skills, an ability to quickly respond to changing policy needs, and a positive attitude and sense of humor. Proven commitment to creating a work environment that celebrates diverse backgrounds, cultures, and personal experiences.						
GENERAL STATEMENT						
Under the direction of the Senior Advisor for Climate and Economy, the Southern California Policy and Engagement Analyst will provide direction, guidance, and oversight for inclusive regional economic planning tables, called High Road Transition Collaborative (HRTCs). The Southern California Policy and Engagement Analyst will work in partnership with representatives from GO-Biz and EDD to ensure Los Angeles, Orange County, Inland Empire, and Southern Border regions operationalize collaborative governance structures, conduct robust community engagement, and meet key deliverables. The Southern California Policy and Engagement Analyst will guide and review the regions' economic development plans to ensure they meet requirements and program values of equity, sustainability, economic competitiveness and resilience, and job quality and access. The Southern California Policy and Engagement Analyst will ensure a smooth transition from the development of a regional blueprint to the development of a pipeline of projects that reflect that vision. The Southern California Policy and Engagement Analyst will serve as the bridge between efforts in the field and CERF leadership team liaising with a variety of external program partners and reporting back to the State team. This role will also ensure day-to-day management of key operations of the CERF program as directed by legislation and the Inter-Agency Leadership Team.						
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use addition sheet if necessary)</i>					
	ESSENTIAL FUNCTIONS					
35%	Program Management and Outreach					

	Independently ensures that the Regional Convenors and HRTCs are meeting, and/or are on target to meet, their deliverables for planning, predevelopment, and implementation of California Jobs First regional economic development strategies. Support Inter-Agency team members to guide planning phase convening, evaluation, research priorities and other programmatic needs. Develop and share best practices to HRTCs on inclusive governance, data and tracking metrics, meaningful engagement and developing a social infrastructure. Communicate program goals and requirements through documents, presentations, and workshops. Support HRTCs in stakeholder management and partnership development. Coordinate with external inquiries and extend or build OPR relationships with regional partners. Assess HRTC governance effectiveness and develop recommendations for revised structures or processes when necessary. Independently analyze and research data needs in development of regional profiles and plans. Support project conceptualization, incubation, and development.
20%	Grant Management and Reporting Requirements Review and recommend modifications to CERF grant contracts, invoicing, and reporting requirements. Manage and implement all grant reporting requirements, ensuring timely submissions of reports to the Interagency Leadership Team, partner agency reporting guidelines, and annual reporting to the legislature. Support the CERF Interagency Leadership team in outreach and coordination with state agency leadership, the Governor's Office, and other key stakeholders to ensure successful implementation of grant objectives and deliverables as well as fiscal compliance, and progress on individual program objectives related to high road metrics, including equity, sustainability, job quality and access, economic competitiveness, and economic resilience.
20%	Interagency Coordination Liaise with GO-Biz, EDD, and LWDA on regional progress via analysis and assessment of written reports and in-person meetings with grantees and agency partners. Propose creative solutions to improve interagency coordination processes and ensure regional collaboratives receive needed support. Connect CERF HRTCs and staff with state and Federal planning-related activities and policies related to transportation planning, housing, and climate resilience.
10%	Communications Draft statewide and regionally focused written communications such as programmatic materials, newsletters, blog posts, and press releases.
10%	Research Support Conduct research tasks and succinctly summarize complex information into written memos, talking points, and briefs to inform data-driven decision-making.
5%	MARGINAL FUNCTIONS Attend and prepare for speaking engagements, conferences, and other virtual and in-person events as a representative of OPR. Represent OPR on state and regional task forces as needed. Assist other OPR/SGC grant programs in application scoring, feedback on guidelines, other tasks as needed. Participate in staff meetings, attend training, and provide work status reports. Perform other job-related duties as required.
	KNOWLEDGE, SKILLS, AND ABILITIES <i>Knowledge of:</i> Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; government functions and organization; and methods and techniques of effective conference leadership. <i>Ability to:</i> Logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate the work of others, act as a team or conference leader; and appear before legislative and other committees.

DESIRABLE QUALIFICATIONS:

- Possess an understanding of economic development, workforce development, regional dynamics, industry development, and climate policy.
- Must demonstrate a strong commitment to equity and possess a strong background in effectively collaborating with diverse communities.
- Strong verbal and written communications skills, with the ability to communicate with a range of partners and stakeholders, including senior leadership, elected officials, community members, and the general public.
- Project management experience
- Detail oriented and organized.
- Strong analytic and research skills.
- Commitment to serving California's diverse communities throughout the administration of the program.
- Must contribute to a work environment that celebrates diverse backgrounds, cultures, and personal experiences.

SPECIAL PERSONAL REQUIREMENTS: Demonstrated ability to act independently, open-mindedness, flexibility, and tact.

SPECIAL PHYSICAL CHARACTERISTICS: Persons appointed to this position must be reasonably expected to lift, carry, push, pull, or otherwise move objects weighing 10 lbs. Involves sitting most of the time and may involve walking or standing for brief periods of time. This position may be eligible to participate in OPR's hybrid telework schedule. Participation in Telework is subject to OPR's guidelines. Occasional/overnight travel up to 25% may be required.

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE AND HAVE PROVIDED A COPY OF THE DUTY STATEMENT TO THE EMPLOYEE.

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S STATEMENT: 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 HUMAN RESOURCES OFFICE).

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE

