

**POSITION DUTY STATEMENT**

NAME	MCR 1
CLASSIFICATION Associate Environmental Planner	POSITION NUMBER 538-303-4711-XXX
WORKING TITLE Grant Manager	DIVISION/UNIT Division of Land Resource Protection/ Transformative Climate Communities Program
EFFECTIVE DATE	LOCATION Sacramento
BARGAINING UNIT R01	CONFLICT OF INTEREST CATEGORY 6

GENERAL STATEMENT: Under the general direction of the Senior Environmental Planner (SEP), the incumbent will function as an Associate Environmental Planner (AEP) within the Division of Land Resource Protection (DLRP). The incumbent will be responsible for ensuring the most complex or difficult grants in the Division's Transformative Climate Communities Program (TCC) are implemented in accordance with State environmental, social, and economic planning objectives, as well as program design, program implementation and monitoring, environmental policy research, and strategic planning for DLRP. Duties include, but are not limited to:

A. **SPECIFIC ACTIVITIES: ESSENTIAL / MARGINAL FUNCTIONS**

ESSENTIAL FUNCTIONS

35% Grant Management and Implementation

Prepare and review environmental documents and other applicable documentation to ensure grants are in compliance with program guidelines, environmental laws, and environmental policies. Develop, review, and process grant agreements and amendments in coordination with agency partners, program managers, and program staff. Support grantees and community partners in achieving project deliverables on time and within budget. Maintain a working relationship with on-the-ground consultants and grantees to troubleshoot implementation issues including environmental permitting matters, interagency coordination, and changes to project deliverables or schedules.

30% Monitoring, Quality Assurance, and Technical Analysis

Monitor, analyze, and report on the implementation and environmental performance of program grants after the signing of grant agreements. Review and ensure the completion of periodic reporting requirements. Provide technical support for the detailed review of environmental reports and supporting documentation, including environmental performance metrics such as Greenhouse Gas Reduction indicator tracking. Support the Department of Conservation (DOC) and partner agency administrative staff in grantee invoicing and payment procedures.

20% Grant Program Development

Develop and draft program guidelines, application materials, grant agreements, and project management tools for complex conservation and sustainability projects. Identify and analyze administrative, technical, programmatic, and environmental policy issues. Research environmental science, policy, and management topics relating to program implementation and prepare written recommendations for management. Standardize administrative processes in coordination with other program and grant management staff.

10% Outreach

Develop and maintain positive relationships and partnerships with stakeholders, affected communities, and division and department staff. Assist with technical workshops, outreach, and determines public participation opportunities for DOC Staff regarding the grant programs. Assemble application review committees, screen and review grant applications, and prepare written recommendations for the application review committee. Serves on Departmental or DLRP committees as needed.

MARGINAL FUNCTIONS

5% Administrative

Performs administrative duties including, but not limited to: adherence to DOC policies, rules and procedures; submits administrative requests including leave, overtime, travel, and training in a timely and appropriate manner; accurately reports time in the Tempo timekeeping system; and submits timesheets by the due date.

B. SUPERVISION RECEIVED

The AEP reports directly and receives general direction from the SEP. The AEP may also receive direction from the Staff Services Manager III and the Division Director.

C. SUPERVISION EXERCISED

None, however, the AEP may serve as team leads on special projects.

D. ADMINISTRATIVE RESPONSIBILITIES FOR SUPERVISORS AND MANAGERS

NONE

E. PERSONAL CONTACTS

The incumbent will routinely interact with Department and Division employees, partner agency employees, stakeholders, regulatory agencies, and federal, state, and local agencies, which will include public and professional contact. The incumbent will interact with grantees and other stakeholders resulting in on-going professional relationships. Personal contact may be made via written correspondence, telephone or email regarding program guidelines, criteria, grant agreements, laws, rules, regulations, and policies. Communication may be of a confidential nature with these contacts.

F. ACTIONS AND CONSEQUENCES

If the functions above are not adequately performed consequences may include, but are not limited to:

- The Division will be unable to meet its program responsibilities under Public Resources Code sections PRC 10200-10277 and its contractual obligations to administer the grant programs.

- The Division will not meet its obligations to provide service to partner agencies, multiple stakeholders, including nonprofit organizations and local governments which rely on various products of the Division. This includes but is not limited to: grant agreements, responding to grantee and public inquiries, technical services, published reports, and independent internal outcome monitoring.
- Inadequate performance and a lack of professionalism in communication with peers in the Department, grantees or potential grantees, match funders, partner agencies, or landowners may result in inefficient use of state resources and time and contribute to the loss of support for the Division's primary programs.

G. WORKING CONDITIONS/PHYSICAL REQUIREMENTS

- Sitting at a desk during core office hours using a computer, keyboard, mouse and monitor for prolonged periods of time.
- Attending in-person meetings, including out-of-town, and occasionally overnight.
- Travel via private or public transportation (i.e., automobile, airplane, etc.) inside California.
- Use of a mobile telephone.
- Occasional operation of state-owned vehicle to drive long hours to meetings.
- Occasional working overtime to attend meetings, on-site reviews, or training inside California.
- Occasional work (site visits) outside on minimally un-level surface at field-site visits.

H. OTHER INFORMATION

All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation (if you believe reasonable accommodation is necessary, discuss your concerns with your supervisor).

Employee Signature	Employee Printed Name	Date
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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	Supervisor Printed Name	Date
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