



DUTY STATEMENT

BRANCH STATE PLANNING AND POLICY DEVELOPMENT		POSITION NUMBER (Agency – Unit – Class – Serial) 368-695-5393-XXX			<input type="checkbox"/> CURRENT <input type="checkbox"/> PROPOSED	
PROGRAM Planning and Climate Policy		CLASSIFICATION TITLE Associate Government Program Analyst				
SECTION/UNIT (If applicable) Extreme Heat		WORKING TITLE Associate Adaptation and Resilience Planner				
REGIONAL HUB Sacramento		COI Choose an item.	WWG Choose an item.	CBID Choose an item.	TENURE Choose an item.	TIME BASE Choose an item.
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)	Choose an item.					

AGENCY OVERVIEW

The Office of Land Use and Climate Innovation (LCI) serves the Governor and his Cabinet as staff for long-range planning and research and constitutes the comprehensive state planning agency. LCI 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. LCI's budget programs include State Planning and Policy Development, Strategic Growth Council, and the Racial Equity Commission. LCI 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

The Integrated Climate Adaptation and Resiliency Program (ICARP), established through Senate Bill 246, is charged with developing a cohesive and holistic response to the impacts of climate change by coordinating state and local adaptation efforts. Through the enabling legislation, ICARP is centrally focused on efforts that advance climate equity and support integrated climate strategies, or those strategies that benefit both greenhouse gas reductions and adaptation. ICARP currently leads grant program efforts including Adaptation Planning, Regional Resilience and Extreme Heat and Community Resilience. This role supports technical assistance, policy development, programs and activities related to these grant programs and policy projects including SB 306 the Extreme Heat Action Plan.

Under the general direction of the ICARP Extreme Heat and Community Resilience Grant Program Manager, the Associate Resilience and Adaptation Planner will support implementation of the Extreme Heat and Community Resilience Grant Program and the Extreme Heat Action Plan (SB 306), as part of OPR's Integrated Climate Adaptation and Resiliency Program (ICARP). This position is a member of the ICARP Team, which works to integrate climate change into planning and investment decisions through the development of statewide plans, decision-support tools, actionable climate science, guidance, technical assistance, and grant programs while also advancing racial and social equity within state funding programs and programs related to climate change.

The Associate Planner will support planning, investment and coordination around climate resilience and adaptation. This position is a member of the OPR Climate Team, which works to integrate climate change into planning and investment decisions through the development of decision-support tools, actionable climate science, guidance, technical assistance, and grant programs.

This is a professional classification that requires the ability to work under pressure to meet deadlines; exercise initiative; independence of action; demonstrate tact and good judgement; communicate effectively both written and orally; balance multiple projects and execute effectively in a collaborative work environment; and develop and maintain cooperative working relationships.

The incumbent is required to have proven communication and grant management skills. Some scientific understanding of climate change is preferred, including climate change adaptation and mitigation, climate and environmental policies, and other technical topics relevant to climate change policy. The incumbent must be open-minded, detail oriented, and passionate about advancing racial and social equity within state policy development, grant making and planning efforts

% 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>
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ESSENTIAL FUNCTIONS	
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30%	<p>Stakeholder Engagement and outreach</p> <ul style="list-style-type: none"> • Lead stakeholder engagement and outreach activities in support of the planning and grantmaking activities • Plan, convene, and coordinate stakeholder engagement, including workshops and listening sessions. • Maintain collaborative and constructive relationships with stakeholders across California including local, regional, and tribal governments, nonprofits, and advocates • Participate in complex stakeholder engagement exercises and data collection to gather input for grantmaking, planning and implementation processes, including the Statewide Extreme Heat Action Plan (SB 306) and AB 2238 (CalHeatScore). • Support communications efforts to ensure the public, grantees and state agencies are aware of extreme heat and community resilience work and promote the accomplishments of state agencies, local jurisdictions and grantee efforts.
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25%	<p>Grant Program Management and Technical Assistance Advising</p> <ul style="list-style-type: none"> • Support the Extreme Heat and Community Resilience Grant Program Manager, as part of the Climate team, in executing multiple rounds of grant funding. • Support the Extreme Heat and Community Resilience team to deliver successful pre-award activities: <ul style="list-style-type: none"> ○ Develop program guidelines, funding announcements, checklists, and materials related to the grant solicitation process. ○ Develop contracts and administrative grant processes. ○ Coordinate the application submittal and review process. • Support the Extreme Heat and Community Resilience team to deliver successful post-award activities: <ul style="list-style-type: none"> ○ Coordinate application awards process. ○ Support the development of grant agreement terms and conditions. ○ Establish internal grant budget and tracking mechanisms for each grantee. ○ Lead technical workshops and outreach to ensure sharing of promising practices around extreme heat resilience, community resilience, heat relief and heat communications. ○ Monitor grantee progress. ○ Review and process budget change requests. ○ Participate on panels and taskforces to provide expertise and technical knowledge related to climate and extreme heat planning and community resilience ○ Responsible for the oversight and review of the local heat mitigation planning processes and leads the most technical reviews of local extreme heat plans. ○ Support the finance team and the ICARP Grant Administration Unit to review and process invoices, conduct program closeout activities, and reconcile grant expenditures • Support other agencies with climate resilience support including grant review, policy review and consultations • Participate in the community resilience field of practice through speaking, workshop participation and conference attendance
25%	<p>Communications</p> <ul style="list-style-type: none"> • Lead communications activities to support the Extreme Heat and Community Resilience Portfolio including the grant program in coordination with OPR Communications staff. • Provide written materials and content for communication that supports ICARP and programs within ICARP and OPR. • Collaborate in the development and dissemination of strategic communication initiatives designed to inform the public of the grant program accomplishments; • Write, edit, and review public relations (PR) materials as well as fact sheets, newsletters, and social media copy; • Coordinate events such as webinars, community events, and other internal or external stakeholder engagement events;

15%	<p>Participate as an active member of GO-LCI's Climate Team and support GO-LCI's cross-agency efforts tasks include working with colleagues to ensure information sharing, contributing to systems of accountability, highlighting promising practices and creating an inclusive workplace.</p> <ul style="list-style-type: none"> • Ensure implementation of ICARP priorities through active coordination with the climate team. • Support and engage in office-wide initiatives and priorities, including development and implementation of GO-LCI's Racial Equity Action Plan. • Independently produce meeting materials and pre meeting briefings; participate in a variety of policy development meetings; provide critical contributions and take responsibility for written meeting summaries; research, compile and summarize information for document composition, staff reports, and/or presentations. • Contribute to the climate team and GO-LCI's communications and engagement strategies. • Participate in staff meetings, attend training, provide work status reports, handle special projects, and serve on inter-agency working groups
MARGINAL FUNCTIONS	
5%	Perform other job-related duties as required.

KNOWLEDGE AND ABILITIES

Knowledge of:

General ecology or general principles behind planning for the conservation and preservation of natural resources; general principles and techniques of research and statistical analysis; communication skills for purposes of data gathering; techniques and methods of evaluation of environmental impacts; various types of public facilities and how they service the community; State and Federal laws and regulations relating to the environment; State, local and regional governmental organizations as they relate to environmental planning, extreme heat and climate resilience, specific knowledge of either the social sciences, natural sciences or environmental design; trends in environmental, urban and regional planning.

Ability to:

Analyze environmental situations accurately; gather and analyze data; prepare written reports; work effectively with others as an interdisciplinary team member; conduct interviews for data gathering; apply general techniques of insuring participation in the planning process.

DESIRABLE QUALIFICATIONS:

- Knowledge and experience in urban, regional, and/or environmental planning, extreme heat planning, and the application of community planning principles
- Exceptional written and oral communication skills, with the ability to present information and express ideas in a clear, confident, and convincing manner
- Employ creativity and innovation to resolve issues and identify alternative strategies
- Experience working on complex planning projects
- Demonstrate willingness to assume the most complex duties and adapt to changing priorities
- Ability to work efficiently and effectively independently and in a team environment
- Possess strong organizational, time management, analytical, and project management skills
- Demonstrate the ability to prioritize workload and manage multiple projects with short-term and long-term deadlines
- Ability to analyze and solve complex problems and recommend an effective course of action
- Excellent customer service skills
- Experience working in and with under-resourced communities, immigrant communities, and low-income

communities and/or communities of color.

SPECIAL PERSONAL REQUIREMENTS:

- Passion for work that promotes access for all
- Excellent interpersonal skills

SPECIAL PHYSICAL CHARACTERISTICS: Persons appointed to this position must be reasonably expected to exert up to 10 lbs. of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects with or without reasonable accommodation.. Involves sitting most of the time but may involve walking or standing for brief periods of time. Occasional/overnight travel up to 15% may be required. This position may be eligible to participate in hybrid telework schedule. Participation in Telework is subject to LCI guidelines.

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
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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
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