



## DUTY STATEMENT

BRANCH STATE PLANNING AND POLICY DEVELOPMENT		POSITION NUMBER (Agency – Unit – Class – Serial) 368-695-4800-901			<input type="checkbox"/> CURRENT <input checked="" type="checkbox"/> PROPOSED	
PROGRAM Planning and Climate Policy		CLASSIFICATION TITLE Staff Services Manager I				
SECTION/UNIT (If applicable) Extreme Heat		WORKING TITLE Senior Adaptation and Resilience Planner				
REGIONAL HUB Sacramento		COI No	WWG E	CBID S01	TENURE LT	TIME BASE FT
WORK SCHEDULE M-F 8am-5pm	SUPERVISION EXERCISED Choose an item.	SPECIFIC LOCATION ASSIGNED TO Choose an item.				
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. LCI 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 Senior Adaptation and Resilience Planner is an interdisciplinary team member that participates in planning and project development of environmental and climate-related plans, programs and projects. The incumbent will be responsible for implementing the Extreme Heat and Community Resilience Program (EHCRP) and the Extreme Heat Action Plan to ensure that tribes, community-based organizations, and local jurisdictions have funding and resources to improve local heat planning and awareness and overall resilience to extreme heat through program

implementation and infrastructure improvement. The incumbent will support policy development and interagency coordination on extreme heat planning, communications, and infrastructure development. This position requires the ability to build relationships with new or unfamiliar organizations or individuals, a strategic and/or analytic way of thinking about project implementation, the ability to balance action and risk effectively and efficiently, and the tenacity and persistence necessary to ensure a full understanding of environmental, climate and extreme heat conditions. The Staff Services Manager I acts as an in-house consultant performing the most difficult and complex work which is critical to LCI and ICARP's mission and is of statewide significance.

% 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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<b>ESSENTIAL FUNCTIONS</b>	
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30%	<p><b>Program Engagement and Interagency Coordination tasks include leading collaborative stakeholder engagement, interagency coordination, and communications efforts, while fostering partnerships, providing technical assistance, and ensuring effective program outreach and engagement, to promote resilience and extreme heat planning, raise awareness, and remove implementation barriers under the EHCRP.</b></p> <ul style="list-style-type: none"> <li>• <b>Maintain collaborative and constructive relationships with stakeholders across California including local, regional, and tribal governments, private sector, nonprofits, and advocates.</b></li> <li>• <b>Coordinate with GO-LCI and other interagency partners and support implementation of statewide extreme heat planning and awareness efforts.</b></li> <li>• <b>Facilitate 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).</b></li> <li>• <b>Contribute to creation of new partnerships and policy development with state agencies and external partners.</b></li> <li>• <b>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.</b></li> </ul>
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30%	<p><b>Grant Program Management and Implementation tasks include leading the implementation of grant programs by coordinating pre- and post-award activities, developing program guidelines and materials, monitoring grantee progress, providing technical expertise, and conducting research to inform policy and recommendations.</b></p> <ul style="list-style-type: none"> <li>• <b>Support the Extreme Heat and Community Resilience Grant Program Manager, as part of the Climate team, in executing multiple rounds of grant funding.</b></li> <li>• <b>Support the Extreme Heat and Community Resilience team to deliver successful pre-award activities:</b> <ul style="list-style-type: none"> <li>• <b>Develop program guidelines, funding announcements, checklists, and materials related to the grant solicitation process.</b></li> <li>• <b>Develop contracts and administrative grant processes.</b></li> <li>• <b>Coordinate the application submittal and review process.</b></li> </ul> </li> <li>• <b>Support the Extreme Heat and Community Resilience team to deliver successful post-award activities:</b> <ul style="list-style-type: none"> <li>• <b>Coordinate application awards process.</b></li> <li>• <b>Support the development of grant agreement terms and conditions.</b></li> <li>• <b>Establish internal grant budget and tracking mechanisms for each grantee.</b></li> <li>• <b>Lead technical workshops and outreach to ensure sharing of promising practices around extreme heat resilience, community resilience, heat relief and heat communications.</b></li> <li>• <b>Monitor grantee progress.</b></li> <li>• <b>Review and process budget change requests.</b></li> <li>• <b>Participate on panels and taskforces to provide expertise and technical knowledge related to climate and extreme heat planning and community resilience</b></li> <li>• <b>Responsible for the oversight and review of the local heat mitigation planning processes and leads the most technical reviews of local extreme heat plans.</b></li> <li>• <b>Support the finance team and the ICARP Grant Administration Unit to review and process invoices, conduct program closeout activities, and reconcile grant expenditures</b></li> </ul> </li> </ul>
20%	<p><b>Program Reporting and Evaluation tasks include supporting the management, evaluation, and reporting of the EHCGRP and the Statewide Extreme Heat Action Plan, including monitoring grantee progress, leading site visits and events, co-developing workshops, and providing research based support for program development and implementation.</b></p> <ul style="list-style-type: none"> <li>• <b>Support the overall evaluation and monitoring of the extreme heat efforts in California, including:</b> <ul style="list-style-type: none"> <li>• <b>Development of best practices and lessons learned.</b></li> <li>• <b>Regular review of program elements for ongoing improvements to implementation and delivery</b></li> </ul> </li> <li>• <b>Oversee program reporting and evaluation activities:</b> <ul style="list-style-type: none"> <li>• <b>Develop content for memos, reports and presentations for advisory committees, stakeholder engagement, interagency review teams and the legislature through the guideline development process.</b></li> <li>• <b>Conduct research to inform program development and plan design.</b></li> </ul> </li> <li>• <b>Support the development and implement technical tools and policy guidance for extreme heat programs and projects, such as methods to quantify both the program level and each</b></li> </ul>

	<b>individual grantee project's benefits, guidance to prioritize funding to disadvantaged and low-income communities, and requirements about investment tracking and reporting.</b>
15%	<p><b>Participate as an active member of LCI's Climate Team and support LCI's cross-agency efforts</b> 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"> <li>• Ensure implementation of ICARP priorities through active coordination with the climate team.</li> <li>• Support and engage in office-wide initiatives and priorities, including development and implementation of LCI's Racial Equity Action Plan.</li> <li>• 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.</li> <li>• Contribute to the climate team and LCI's communications and engagement strategies.</li> <li>• Participate in staff meetings, attend training, provide work status reports, handle special projects, and serve on inter-agency working groups</li> </ul>
	<b>MARGINAL FUNCTIONS</b>
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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