

DUTY STATEMENT

BRANCH STATE PLANNING AND POLICY DEVELOPMENT		POSITION NUMBER (Agency – Unit – Class – Serial) 368-695-5157-001			<input checked="" type="checkbox"/> CURRENT <input type="checkbox"/> PROPOSED	
SECTION CLIMATE AND PLANNING PROGRAM		CLASSIFICATION TITLE Staff Services Analyst				
PROGRAM (If applicable) PROGRAMS/GRANTS MANAGEMENT		WORKING TITLE ICARP Grant Administrative 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)	Choose an item.
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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, California Volunteers, Office of Community Partnership and Strategic Communication, Racial Equity Commission, and Youth Empowerment 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

Under the supervision of the Integrated Climate and Resiliency Program (ICARP) Grant Administrator, the Staff Services Analyst (ICARP Grant Administrative Analyst) is responsible for administrative and analytical support to the administration of the ICARP Grants: Regional Resilience Planning and Implementation Grant Program, Adaptation Planning Grant Program, Extreme Heat and Community Resilience Grant Program.

% 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>
100%	ESSENTIAL FUNCTIONS
35%	<p>Grant Administration With guidance, supports the Grant Administrator and ICARP Program Managers with the analytical review and processing of grant agreements and amendments. Process, review, and analyze periodic grant project submittals in a timely manner to ensure accuracy and compliance with grant program guidelines. Assists the Grant Administrator in processing grantee reimbursement invoicing. Provides support to the Grant Administrator in maintaining grant and operational databases. Assists the Grant Administrator in implementing administrative procedures in compliance with LCI contract and travel policies.</p>

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35%	<p>Grant Monitoring, Quality Assurance, and Technical Analysis Provide detailed review of grant reports and supporting documentation, including performance metrics. Prepares reports of analyses for Grant Administrator and ICARP Program Managers. Supports grantees in meeting performance measurement targets and requirements through technical assistance and documentation review.</p>
10%	<p>Grant Program Development Assist the Grant Administrator in producing meeting materials and summarizing information for document composition, reports, and/or presentations. Supports the Grant Administrator in providing trainings to grantees on grant reimbursement processes and grant agreement compliance.</p>
15%	<p>Participate as an active member of LCI's Climate team and support LCI cross-agency efforts Support and engage in office-wide initiatives and priorities, including development and implementation of LCI's Racial Equity Action Plan. Independently produce meeting materials and pre-meeting briefings; participate in a variety of grant administration development meetings; provide critical contributions and written meeting summaries; research, compile and summarize information for document composition, staff reports, and/or presentations. Participate in staff meetings, attend training, provide work status reports, handle special projects, and serve on inter-agency working groups. Maintain close relationship with LCI Admin team to ensure timely implementation of LCI policies and requirements.</p>
MARGINAL FUNCTIONS	
5%	<p>Perform other job-related duties as required.</p>

KNOWLEDGE AND ABILITIES

Knowledge of: Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; and governmental functions and organization.

Ability to: Reason 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; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; and gain and maintain the confidence and cooperation of those contacted during the course of work.

DESIRABLE QUALIFICATIONS:

- Strong attention to detail to review invoices, expense reports, and financial documents for accuracy, completeness, and compliance with grant guidelines.
- Excellent organizational skills to manage multiple tasks, prioritize workload, and meet deadlines effectively. Ability to maintain well-organized files and documentation.
- Strong written and verbal communication skills to interact with internal and external stakeholders professionally. Ability to effectively convey information, ask clarifying questions, and provide timely updates.
- Proficiency in using relevant computer applications and software, such as Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) or other productivity tools and familiarity with database management and record-keeping systems.
- Basic understanding of grant compliance regulations, policies, and procedures to ensure adherence to funding agency guidelines. Ability to follow established processes and protocols.

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- Demonstrated ability to work well in a team environment, collaborating with colleagues and cross-functional teams to support grant administration activities. Willingness to assist others and contribute to a positive work culture.
- Strong problem-solving skills to identify and resolve administrative issues, such as invoice discrepancies, missing documentation, or other challenges that may arise in the grant administration process.
- Commitment to maintaining confidentiality and handling sensitive information with discretion. Adherence to ethical practices in handling grant-related data and documentation.

SPECIAL PHYSICAL CHARACTERISTICS: Persons appointed to this position must be reasonably expected to lift, carry, push, pull, or otherwise move objects weighing 10 lbs with or without reasonable accommodation. 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 5% 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
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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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