

BRANCH STRATEGIC GROWTH COUNCIL		POSITION NUMBER (Agency – Unit – Class – Serial) 368-675-4800-XXX			<input type="checkbox"/> CURRENT <input type="checkbox"/> PROPOSED	
PROGRAM Community Investment and Planning		CLASSIFICATION TITLE Staff Service Manager I - Specialist				
SECTION/UNIT (If applicable) Transformative Climate Communities		WORKING TITLE Resilient Community Senior Planner				
REGIONAL HUB Sacramento		COI Yes	WWG E	CBID E48 Choose an item.	TENURE LT	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.					

### 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 general direction of the Staff Services Manager III, Transformative Climate Communities Program Manager, the incumbent works in a lead capacity to support program development and implementation and works with program awardees, project leads, and other stakeholders to ensure successful development of program guidelines, as well as the implementation and evaluation of awards. The incumbent is also responsible for working with the Program Manager to ensure new staff are adequately trained on communicating the program's design and impacts.

### ESSENTIAL FUNCTIONS

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| 30% | <p><b>Program Implementation</b></p> <ul style="list-style-type: none"> <li>• Support management and lead on all project types (capacity building, planning, project development, implementation, evaluation, etc.) including: <ul style="list-style-type: none"> <li>○ Monitor grantee progress and report back to the Program Manager on milestones, project status and risks, and lessons learned;</li> <li>○ Build local stakeholder relationships and monitor local politics;</li> <li>○ Identify and resolve program policy, legal, and communications questions;</li> <li>○ Conduct Post-Award Consultation phase, including working with awarded applicants to reach the standard agreement in line with the approved awards and consulting</li> </ul> </li> </ul> |
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	<p>with non-awardees to provide detailed information about the applicant's scores and steps to improve competitiveness;</p> <ul style="list-style-type: none"> <li>○ Conduct ongoing Project Review, including approving and monitoring workplans, managing ongoing progress reviews, and ensuring project compliance and accountability; and</li> <li>○ Review final reimbursement and amendment requests; make recommendations to executive signatory for amendments to award values and timelines. Identify and mitigate performance and compliance risks for project activities.</li> </ul> <ul style="list-style-type: none"> <li>● Manage implementation technical assistance for awarded grants: <ul style="list-style-type: none"> <li>○ Provide consultation and assistance to grantees to develop site-specific technical assistance agreements;</li> <li>○ Analyze, coordinate, and resolve issues regarding technical assistance delivery; and</li> <li>○ Review and provide feedback to the Program Manager and the Deputy Director on technical assistance deliverables, reimbursement, and amendment requests.</li> </ul> </li> </ul>
30%	<p><b>Program Evaluation</b></p> <ul style="list-style-type: none"> <li>● Lead program evaluation activities to develop best practices, case studies, and fulfill reporting obligations of the program: <ul style="list-style-type: none"> <li>○ Develop case studies and best practices documentation of place-based investments, lessons learned, and other program specific reports and deliverables requested by management and the SGC Council, SGC Key Staff and partner agencies;</li> <li>○ Gather and report lessons learned to continuously improve the program in reaching its objectives. Utilize information from prior round reports to make targeted improvements in the program outcomes. Publish and share reports publicly to benefit other SGC and/or partner agency programming;</li> <li>○ Provide materials for annual California Climate Investment reporting, SGC annual reports, periodic Council updates, and reports to the Legislature. Generate reports required by SGC Council, California State and Federal requirements to show compliance with grant agreements and policy objectives; and</li> <li>○ Take the lead role in developing and delivering training to lower-level staff in evaluation and other critical program activities.</li> </ul> </li> <li>● Manage evaluation technical assistance for awarded grants: <ul style="list-style-type: none"> <li>○ Train grantees and evaluation technical assistance providers on the Program Evaluation Plan and the development of a site-specific Evaluation Plan; and</li> <li>○ Analyze, coordinate, and resolve issues regarding technical assistance delivery.</li> </ul> </li> </ul>
25%	<p><b>Program Development</b></p> <ul style="list-style-type: none"> <li>● Support program development in the following activities: <ul style="list-style-type: none"> <li>○ Manage the Program Guidelines to provide needed updates, including solicitation and integration of stakeholder feedback;</li> <li>○ Conduct and coordinate research to process program development and implementation;</li> <li>○ Develop the Notice of Funding Availability (NOFA) and expenditure report;</li> <li>○ When relevant, work with CARB to update the greenhouse gas reduction quantification methodologies for the program;</li> <li>○ Update application and reporting materials;</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Update application review process and scoring materials; and</li> <li>○ Develop staff reports and presentations to support program recommendations to the SGC Council.</li> </ul>
10%	<p><b>Program and SGC Administration</b></p> <ul style="list-style-type: none"> <li>• Support the program administratively to achieve all of its intended goals including: develop, review, and manage contracts and agreements; forecast and manage the budget to achieve objectives and in compliance with state requirements; audit invoices to steward state resources in compliance with state requirements and restrictions; and onboard new staff.</li> <li>• Support communications and policy development activities as needed including: extrapolating data and information from the program to reach policy conclusions and findings; responding to legislative and governor’s office inquiries; providing subject-matter expertise for related bill analysis; participating in inter-agency working groups to represent the program areas of expertise.</li> </ul>
<b>MARGINAL FUNCTIONS</b>	
5%	<p><b>Other Duties</b></p> <ul style="list-style-type: none"> <li>• Participate in staff meetings, attend trainings, provide work status reports, handle special projects, serve on inter-agency working groups, and perform other duties as assigned; and</li> <li>• Participate in SGC initiatives as needed.</li> </ul>
<p><b>KNOWLEDGE AND ABILITIES</b></p> <p><i>Knowledge of:</i> Principles, practices, and trends of public and business administration, including management and supportive staff services such as budget, personnel, management analysis, planning, program evaluation, or related areas; principles and practices of employee supervision, development, and training; program management; formal and informal aspects of the legislative process; the administration and department's goals and policies; governmental functions and organization at the State and local level; department's Affirmative Action Program objectives; and a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.</p> <p><i>Ability to:</i> 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 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; review and edit written reports, utilize interdisciplinary teams effectively in the conduct of studies; manage a complex Staff Services program; establish and maintain project priorities; develop and effectively use all available resources; and effectively contribute to the department's affirmative action objectives.</p>	
<p><b>DESIRABLE QUALIFICATIONS</b></p> <ul style="list-style-type: none"> <li>• Possess expertise in planning, community development, local government operations, infrastructure development, and/or municipal finance.</li> <li>• Knowledge of affordable housing principles, transportation planning, urban greening, resilience planning, and sustainable energy development.</li> <li>• Experience communicating with a range of partners and stakeholders, including senior leadership, elected officials, community members, and the general public. Must have strong analytical and research skills.</li> <li>• Detail-oriented and organized with a commitment to serving California’s diverse communities throughout the administration of the program.</li> </ul>	

- Ability to create a work environment that celebrates diverse backgrounds, cultures, and personal experiences.
- Ability to travel and effectively participate in site visits, public workshops, and meetings up to 20% of the time and occasionally work on evenings, weekends, and holidays.
- Excellent verbal and written communication skills.
- Ability to handle multiple projects.
- Community outreach experience.
- Understanding of and experience in planning, community development, and environmental science with experience in climate policy analysis and development.
- Professional experience serving and working with under-resourced/underserved communities.
- Write concisely and effectively in everyday language and communicate persuasively with agencies, industries, community members, collaborators, and partners.
- Enhanced experience analyzing issues from multiple viewpoints and recommending solutions.
- Experience evaluating policies, program applications, and technical data and providing recommendations.

**SPECIAL PERSONAL REQUIREMENTS**

- Ability to maintain consistent attendance
- Ability to demonstrate punctuality, initiative, and dependability
- Ability to exercise initiative and independence of action;
- Ability to work under pressure to meet deadlines; demonstrate tact and good judgment;
- Execute effectively in a collaborative work environment and develop and maintain cooperative working relationships.

**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 a 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.

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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