

BRANCH STRATEGIC GROWTH COUNCIL		POSITION NUMBER (Agency – Unit – Class – Serial) 368-675-5393-007			<input checked="" type="checkbox"/> CURRENT <input type="checkbox"/> PROPOSED	
PROGRAM Community Investment and Planning		CLASSIFICATION TITLE Associate Governmental Program Analyst				
SECTION/UNIT (If applicable) Affordable Housing Sustainable Communities		WORKING TITLE Resilient Community Associate Planner				
REGIONAL HUB Sacramento		COI Yes	WWG 2	CBID R01	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)	N/A
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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.

The Strategic Growth Council (SGC) is a Cabinet-level state organization that coordinates and works collaboratively across state government and with public agencies, communities, and stakeholders to achieve sustainability, equity, economic prosperity, and quality of life for all Californians. SGC programs include Affordable Housing and Sustainable Communities (AHSC), Sustainable Agriculture Lands Conservation (SALC), Transformative Climate Communities (TCC), Community Resilience Centers (CRC), Climate Change Research (CCR), Community Assistance for Climate Equity (CACE), and Health and Equity Program (HEP) – which is part of a multi-agency Health in All Policies (HiAP) Initiative. SGC 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.

GENERAL STATEMENT

Under the general direction and day-to-day supervision of the Staff Services Manager III (AHSC Program Manager), the incumbent works with state partners, program applicants, and other stakeholders on the development of program guidelines, review and coordination of project recommendations for the award, and project coordination and monitoring.

% 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>
ESSENTIAL FUNCTIONS	
30%	<p>Program Outreach and Technical Assistance</p> <ul style="list-style-type: none"> • Support the program on outreach and technical assistance activities: <ul style="list-style-type: none"> ○ Develop materials/presentation/tools necessary for the program to communicate to a variety of audiences with varying levels of understanding of the program; ○ Acts as the program liaison for grant applicants in accessing the technical assistance solutions that are available to them through SGC's technical assistance program. This can include one-on-one consultations, developing and providing trainings and webinars, and making recommendations with external applicants and groups on what is the best solution to optimize their ability to access the funds; ○ Maintain relationships with awardees and consultants on-the-ground in order to identify and remove barriers to program implementation; ○ Communicate effectively both verbally and in writing to stakeholder groups, community-based organizations, local governments, and regional agencies; ○ Maintain external program inquiries through monitoring Public Comments, providing consultation, and responding to information requests; and ○ Coordinate statewide outreach including public workshops and site visits.
30%	<p>Program Development</p> <ul style="list-style-type: none"> • Support the Program Manager and team in program development: <ul style="list-style-type: none"> ○ Update and revise the Program Guidelines, including solicitation and integration of feedback from stakeholders and community partners; ○ Conduct and coordinate research to influence program development and implementation; ○ Develop the Notice of Funding Availability (NOFA) and associate application and reported materials as required for each funding round, which is typically on an annual basis. The NOFA process is guided by the base statutory requirements and developed using SGC best-practices for robust stakeholder engagement, an iterative process with inter-agency partners and advisors, legally and statutory compliance; applying strategy to simplify and streamline the work; and with full integration of the policy priorities set by the SGC Council; ○ Active participation in the application review process and scoring materials update, including being part of the SGC and inter-agency team that creates the plan to review, develops the scoring materials to optimize the program outcomes and make a fair and transparency award decision, perform the technical analysis of each submitted application, discuss and rationalize any deviations between individual reviewers in order to come to a fair and optimal award decision that is compliant and meets the goals outlined in the statute and the NOFA; and ○ Develop staff reports and presentations to support program recommendations to the SGC Council members.

20%	<p>Program Administration</p> <ul style="list-style-type: none"> • Support the program administratively to achieve all of its intended goals: <ul style="list-style-type: none"> ○ Lead development of site visit logistics; ○ Coordinate with member agencies participating in the review process; ○ Plan for workshops, meetings, and events; ○ Participate in SGC and Program initiatives; ○ Participate in staff meetings, attend trainings, provide work status reports, handle special projects; and ○ Other duties as needed.
15%	<p>Program Implementation</p> <ul style="list-style-type: none"> • Support activities related to the implementation of awarded grants: <ul style="list-style-type: none"> ○ Support Post-Award Consultation phase and project review; <ul style="list-style-type: none"> ▪ Liaison with successful applicants to notify them of their award; communicate clearly any deviation between application and award; provide technical assistance to support the applicant completing all the necessary work to get into a signed standard agreement, including any changes to their project design and plan. ▪ Communicate with unsuccessful applicants to notify them of their final score and provide detailed feedback on why they were not selected, and technical advice on what they can do in subsequent rounds to be more competitive. When applicable, provide information about what other sources of funding may be available to help them achieve their project vision. ○ Support management of at least two implementation grants, two planning grants, and two project development grants as needed: <ul style="list-style-type: none"> ▪ Monitor grantee progress and report back to team on milestones and lessons learned; ▪ Review and provide feedback/recommendations on project invoices; ▪ Build local stakeholder relationships and monitor local politics; ▪ Elevate program policy, legal, and communications questions; and ▪ Manage implementation and evaluation technical assistance agreement for awarded grants.
MARGINAL FUNCTIONS	
5%	<p>Other Duties</p> <ul style="list-style-type: none"> • Participate in staff meetings, attend training, provide work status reports, handle special projects, serve on inter-agency working groups, and perform other duties as assigned; and • Participate in SGC initiatives as needed.

KNOWLEDGE AND ABILITIES
Knowledge of: Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, government functions and organization; and methods and techniques of effective leadership. Project management skills and best practices. Contract management and coordination of contractors.

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 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; coordinate the work of others, act as a team or conference leader; and appear before legislative and other committees.

DESIRABLE QUALIFICATIONS:

- Broad understanding of affordable housing, transportation planning, urban greening, workforce development, sustainable energy development, environmental and resiliency planning.
- Broad understanding of government functions.
- Broad understanding of grant applications and administration at the federal, state, and private levels.
- Experience with developing materials, presentations, and tools to effectively communicate the program's objectives and requirements to diverse audiences.
- Experience in providing technical assistance and consultation to grant applicants and external groups.
- Ability to build and maintain relationships with awardees, consultants, stakeholder groups, community-based organizations, local governments, and regional agencies.
- Experience in engaging with diverse stakeholders and addressing their needs and concerns.
- Grant programs and funding processes is important for effectively supporting grant applicants and optimizing their access to funds.
- Experience in working on initiatives related to community-based organizations, local governments, or regional agencies.

SPECIAL PERSONAL REQUIREMENTS:

- Ability to maintain consistent attendance.
- Ability to demonstrate punctuality, initiative, and dependability.
- Ability to meet deadlines in a fast-paced environment.
- Ability to work independently.

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 10% 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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