

BRANCH STRATEGIC GROWTH COUNCIL		POSITION NUMBER (Agency – Unit – Class – Serial) 368-606-5393-004			<input checked="" type="checkbox"/> CURRENT <input type="checkbox"/> PROPOSED	
PROGRAM Community Investment and Planning		CLASSIFICATION TITLE Analyst II				
SECTION/UNIT (If applicable) Community Resilience Centers		WORKING TITLE Resilient Community Associate Planner				
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)	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, the ability to respond quickly 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 collaborates across state government and with public agencies, communities, and stakeholders to achieve sustainability, equity, economic prosperity, and a high 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, the ability to respond quickly to changing policy needs, and a positive attitude and sense of humor.

### GENERAL STATEMENT

Under the direction of the Supervisor II (Community Resilience Center's Senior Program Manager), the Analyst II works with state partners, program applicants, grantees, Tribes, and interested parties on the development of program guidelines, review and coordination of project recommendations for the award, project coordination, project monitoring, and evaluation.

% 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>	
30%	<p><b>Program Implementation and Evaluation</b></p> <ul style="list-style-type: none"> <li>• Support activities related to the implementation of grants awarded: <ul style="list-style-type: none"> <li>○ Support Post-Award Consultation phase and project review; <ul style="list-style-type: none"> <li>▪ Contact successful applicants to inform them of their award, explain any differences from their application, and offer technical help to finalize their agreement, including any necessary changes to their project.</li> <li>▪ Reach out to unsuccessful applicants to share their final score and provide feedback on why they weren't chosen. Offer advice on how to improve for future rounds and, if possible, suggest other funding sources to support their project goals via Connecting Communities.</li> </ul> </li> <li>○ Support management of at least two implementation grants, two planning grants, and two project development grants as needed: <ul style="list-style-type: none"> <li>▪ Monitor grantee progress and report back to team on milestones and lessons learned;</li> <li>▪ Review and provide feedback/recommendations on project invoices;</li> <li>▪ Build local community/grantee relationships and monitor local politics;</li> <li>▪ Elevate program policy, legal, and communications questions; and</li> <li>▪ Manage project evaluation and coordinate with in-house or third-party evaluator. Coordinate with the program team and support the development of the annual CRC report.</li> </ul> </li> </ul> </li> </ul>
25%	<p><b>Program Development</b></p> <ul style="list-style-type: none"> <li>• Support the Supervisor II (Senior Program Manager) and team in program development: <ul style="list-style-type: none"> <li>○ Update and revise the Program Guidelines, including solicitation and integration of feedback from stakeholders and community partners;</li> <li>○ Conduct and coordinate research to influence program development and implementation;</li> <li>○ Develop the Notice of Funding Availability (NOFA) along with the necessary application and reporting materials for each funding round, incorporating statutory requirements, interested party feedback, inter-agency input, and SGC best practices.</li> <li>○ Participate in the application review process by developing and updating scoring materials, creating the review plan, conducting technical analysis of submitted applications, reconciling discrepancies among individual reviewers, and working together to reach a fair and optimal award decision that adheres to the goals outlined in the statute and the NOFA.</li> <li>○ Develop staff reports and presentations to support program recommendations for public Council members.</li> </ul> </li> </ul>
20%	<p><b>Program Outreach and Technical Assistance</b></p> <ul style="list-style-type: none"> <li>• Support the program on outreach and technical assistance activities: <ul style="list-style-type: none"> <li>○ Develop materials/presentation/tools necessary for the program to communicate to a variety of audiences with varying levels of understanding of the program;</li> <li>○ Serve as the program liaison for grant applicants by connecting them with resources</li> </ul> </li> </ul>

	<p>available through SGC's technical assistance program, including 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 program funds.</p> <ul style="list-style-type: none"> <li>○ Maintain relationships with awardees and consultants on-the-ground in order to identify and remove barriers to program implementation;</li> <li>○ Communicate effectively both verbally and in writing to interested parties, community-based organizations, local governments, and regional agencies;</li> <li>○ Maintain external program inquiries through monitoring Public Comments, providing consultation, and responding to information requests; and</li> <li>○ Coordinate statewide outreach, including public workshops and site visits.</li> </ul>
20%	<p><b>Program Administration</b></p> <ul style="list-style-type: none"> <li>○ Provide logistical support for site visits to ensure smooth operations.</li> <li>○ Coordinate with member agencies for an efficient review process.</li> <li>○ Organize and manage workshops, meetings, and special events.</li> <li>○ Participate in SGC/LCI/Member Agency and Program initiatives.</li> <li>○ Attend staff meetings and relevant training sessions. Coordinate within the Community Investments and Planning portfolio and across the agency.</li> <li>○ Prepare and present work status reports to grantees and other interested parties.</li> <li>○ Handle special projects as needed.</li> <li>○ Maintain organized records and documentation for transparency.</li> <li>○ Assist in budget management and resource allocation.</li> <li>○ Develop and implement processes to enhance operational efficiency.</li> </ul>
<b>MARGINAL FUNCTIONS</b>	
5%	<p><b>Other Duties</b></p> <ul style="list-style-type: none"> <li>● Participate in SGC/LCI all staff meetings, attend trainings, provide work status reports, handle special projects, serve on inter-agency working groups, and perform other duties as assigned.</li> </ul>
<p><b>KNOWLEDGE AND ABILITIES</b></p> <p><i>Knowledge of:</i> Principles, practices, and trends of public and business administration, management, supportive staff services, and governmental functions and organization. Including methods and techniques of effective communication and leadership.</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; 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. Including coordinating the work of others, acting as a team leader, and appearing before legislative or other committees.</p>	

## DESIRABLE QUALIFICATIONS

- Broad understanding of climate and community planning, urban greening, workforce development, sustainable energy development, and environmental and resiliency planning.
- Broad understanding of construction management.
- 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 communities and addressing their needs and concerns.
- Experience with grant programs and funding processes to effectively support grant applicants and optimize their ability to access available funds.
- Experience 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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