



DUTY STATEMENT

BRANCH STRATEGIC GROWTH COUNCIL		POSITION NUMBER (Agency – Unit – Class – Serial) 368-675-4870-901		☐ CURRENT ☐ PROPOSED		
PROGRAM Choose an item.		CLASSIFICATION TITLE Student Assistant				
SECTION/UNIT (If applicable) Choose an item.		WORKING TITLE				
REGIONAL HUB Sacramento		COI No	WWG 2	CBID E Choose an item.	TENURE NT	TIME BASE INT
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 Governor's 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 (SGC), 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 and day-to-day supervision of the SGC Tribal Housing Capacity Building team, the Student Assistant will support overall program operations and development. The incumbent will work closely with program grantees, applicants, SGC/LCI staff, and other interested parties to ensure the successful continuation of program needs and initiatives related to Tribal housing and community resilience.

% 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%	- Support general grants management activities, including reviewing application materials, monitoring project progress, drafting summaries or recommendations, coordinating with program staff, and assisting with documentation, reporting, and compliance efforts across multiple SGC grant programs. - Assist in providing technical assistance and communication support for Tribal grantees across SGC programs, including supporting the development of peer learning sessions for Tribal grantees.



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35%	- Support the SGC Tribal Liaison's engagement portfolio, including relationship-building, interagency coordination, event planning, and Tribal outreach across programs such as the Tribal Housing and Capacity Building Initiative, Affordable Housing Sustainable Communities (AHSC), Transformative Climate Communities (TCC), Community Resilient Centers (CRC), Sustainable Agricultural Land Conservation (SALC), Community Assistance for Climate Equity (CACE), Health Equity Program (HEP), and others. - Research best practices for upholding Indigenous data sovereignty across SGC programs and technical platforms; conduct literature reviews, evaluate governance models, and identify standards SGC should implement.
25%	- Support the implementation of the recommendations in the California Tribal Gap Analysis, including assisting in the design, logistics and facilitation of the inter-agency implementation work group; researching policies and procedures to increase Tribal access to state funding; and creating policy briefs and other materials to assist agency staff in decision-making. - Develop Tribal climate-related case studies using ArcGIS StoryMaps that focus on projects and partnerships from the Tribal Housing and Capacity Building Initiative - Support event planning, outreach, convenings, and communication efforts to ensure meaningful Tribal participation in development of new programs and initiatives (Plastics Fund; Prop 4 Funding; Greenhouse Gas Reduction Fund (GGRF); Catalyst Convenings, etc.)
	MARGINAL FUNCTIONS
5%	- 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 - Participate in SGC initiatives as needed.

KNOWLEDGE AND ABILITIES

Knowledge of: *Elementary principles and procedures as required by the hiring department.*

Ability to: *Reason logically, write effectively, analyze situations accurately, and adopt an effective course of action; establish and maintain cooperative relations with those contacted in the work.*

DESIRABLE QUALIFICATIONS

- Understanding of and sensitivity to Tribal needs, challenges, and cultural practices
- Understanding of state, federal, or philanthropic grant applications and administration
- Experience in working on initiatives related to Tribal community resilience
- Understanding of Federal and State housing practices
- Experience with policy and/or program evaluation and analysis

SPECIAL PERSONAL REQUIREMENTS: The ideal candidates should possess a general understanding of Tribal policy, engagement strategies, community development, and best practices for working with Tribal. Familiarity with Tribal research methodologies, planning, housing development, sustainability, and climate resilience is highly desirable. Knowledge and experience in Tribal resilience, community infrastructure projects, policy analysis, community engagement, and navigating state- or federal-level grants are significant assets. Additionally, an understanding of the Federal and State opportunities and challenges faced by Tribal communities



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will be beneficial. A strong commitment to serving California's diverse Tribal communities is essential for this role.

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. Sit for extended periods; frequently stand and walk; manual dexterity and hand-eye coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computer workstations, telephones, calculators, copiers, printers, and scanners with or without reasonable accommodation.

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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