



DUTY STATEMENT

BRANCH STATE PLANNING AND POLICY DEVELOPMENT		POSITION NUMBER (Agency – Unit – Class – Serial) 368-695-5393-XXX		☐ CURRENT ☒ PROPOSED	
PROGRAM CLIMATE		CLASSIFICATION TITLE Analyst II			
SECTION/UNIT (If applicable) EXTREME HEAT UNIT		WORKING TITLE Associate Adaptation and Resilience Planner			
REGIONAL HUB Sacramento		COI Yes	WWG 2	CBID R01	TENURE P
		TIME BASE FT			
WORK SCHEDULE M-F 8am-5pm	SUPERVISION EXERCISED Choose an item.	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, 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

The Integrated Climate Adaptation and Resiliency Program (ICARP), established through Senate Bill 246, is charged with developing a cohesive and holistic response to the impacts of climate change by coordinating state and local adaptation efforts. Through the enabling legislation, ICARP is centrally focused on efforts that advance climate equity and support integrated climate strategies, or those strategies that benefit both greenhouse gas reductions and adaptation. ICARP currently leads grant program efforts including Adaptation Planning, Regional Resilience and Extreme Heat and Community Resilience. This role supports technical assistance, policy development, programs and activities related to these grant programs and policy projects including SB 306 the Extreme Heat Action Plan and AB 2238 CalHeatScore.

Under the supervision of the ICARP Extreme Heat and Community Resilience Grant Program Manager, the Analyst II (Associate Adaptation and Resilience Planner) will support Extreme Heat and Community Resilience grantees and support broader ICARP initiatives and workstreams. The Associate Planner will support planning, investment and coordination around climate resilience and adaptation. This position is a member of the LCI Climate Team, which works to integrate climate change into planning and investment decisions through the development of decision-support tools, actionable climate science, guidance, technical assistance, and grant programs. This is a professional classification that requires the ability to work under pressure to meet deadlines; exercise initiative; independence of action; demonstrate tact and good judgement; communicate effectively both written and orally; balance multiple projects and execute effectively in a collaborative work environment; and develop and maintain cooperative working relationships.

The incumbent is required to have a proven track record of clear communication and writing skills. Some scientific understanding of climate change is preferred, including climate change adaptation and mitigation, climate and



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environmental policies, and other technical topics relevant to climate change policy. The incumbent must be open-minded, detail oriented, and passionate about advancing inclusion and belonging within state policy development, grant making and planning efforts.	
% 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%	Grant Program Management • Support the Extreme Heat and Community Resilience Grant Program Manager, as part of the Climate team, in executing multiple rounds of grant funding. • Support the Extreme Heat and Community Resilience team to deliver successful pre-award activities: ◦ Develop program guidelines, funding announcements, checklists, and materials related to the grant solicitation process. ◦ Develop contracts and administrative grant processes. ◦ Coordinate the application submittal and review process. • Support the Extreme Heat and Community Resilience team to deliver successful post-award activities: ◦ Coordinate application awards process. ◦ Support the development of grant agreement terms and conditions. ◦ Establish internal grant budget and tracking mechanisms for each grantee. ◦ Monitor grantee progress. ◦ Support use of Asana and other tracking and reporting tools for the grant program ◦ Review and process budget change requests. ◦ Design and implement site visits ◦ Support the finance team and the ICARP Grant Administration Unit to review and process invoices, conduct program closeout activities, and reconcile grant expenditures.
25%	Technical Assistance Advising • Support peer learning and grantee support activities to improve the impact of funded projects. • Coordinate and collaborate with technical assistance partners. • Lead technical workshops and outreach to ensure sharing of promising practices around extreme heat resilience, community resilience, heat relief and heat communications. • Plan, convene, and coordinate stakeholder engagement, including workshops and listening sessions. • Participates on panels and taskforces to provide expertise and technical knowledge related to climate and extreme heat planning and community resilience. • Responsible for the oversight and review of the local heat mitigation planning processes and leads the most technical reviews of local extreme heat plans.



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10%	Stakeholder Engagement and Outreach • Lead stakeholder engagement and outreach activities in support of the planning and grantmaking activities. • Plan, convene, and coordinate stakeholder engagement, including workshops and listening sessions. • Maintain collaborative and constructive relationships with stakeholders across California including local, regional, and tribal governments, nonprofits, and advocates. • Participate in complex stakeholder engagement exercises and data collection to gather input for grantmaking, planning and implementation processes, including the Statewide Extreme Action Plan (SB 306) and AB 2238 (CalHeatScore). • Support communications efforts to ensure the public, grantees and state agencies are aware of extreme heat and community resilience work and promote the accomplishments of state agencies, local jurisdictions and grantee efforts. • Support other agencies with climate resilience support including grant review, policy review and consultations.
10%	Communications • Lead communications activities to support the Extreme Heat and Community Resilience Portfolio, including the grant program in coordination with LCI Communications staff. • Provide written materials and content for communication that supports ICARP and programs within ICARP and LCI including planning and grant related documents. • Collaborate in the development and dissemination of strategic communication initiatives designed to inform the public of the grant program accomplishments; • Write, edit, and review public relations (PR) materials as well as fact sheets, newsletters, and social media copy. • Coordinate events such as webinars, community events, and other internal or external stakeholder engagement events. Participate in the community resilience field of practice through speaking, workshop participation and conference attendance.
15%	Administrative Support • Provides administrative support for projects and grant tracking systems, document control, and file management to ensure timely and accurate access to program materials. • Supports scheduling and coordination of internal and external meetings, workshops, and listening sessions. • Assist with preparation of agendas, meeting notes, follow-up communications, and action item tracking. • Supports grant supporting to CARB, CNRA and other reporting structures as assigned • Coordinates logistics for travel, events, and reimbursements in compliance with internal procedures. • Provides support with procurement processes, contracting logistics, and invoice review as needed. Assist in data entry, tracking metrics, and developing summary reports for internal and external use.



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	MARGINAL FUNCTIONS
5%	Perform other job-related duties as required.

KNOWLEDGE AND ABILITIES

Knowledge of: General ecology or general principles behind planning for the conservation and preservation of natural resources; general principles and techniques of research and statistical analysis; communication skills for purposes of data gathering; techniques and methods of evaluation of environmental impacts; various types of public facilities and how they service the community; State and Federal laws and regulations relating to the environment; State, local and regional governmental organizations as they relate to environmental planning, extreme heat and climate resilience, specific knowledge of either the social sciences, natural sciences or environmental design; trends in environmental, urban and regional planning.

Ability to: Analyze environmental situations accurately; gather and analyze data; prepare written reports; work effectively with others as an interdisciplinary team member; conduct interviews for data gathering; apply general techniques of insuring participation in the planning process.

DESIRABLE QUALIFICATIONS:

- Exceptional written and oral communication skills, with the ability to present information and express ideas in a clear, confident, and convincing manner
- Employ creativity and innovation to resolve issues and identify alternative strategies
- Demonstrate willingness to assume the most complex duties and adapt to changing priorities
- Ability to work efficiently and effectively independently and in a team environment
- Possess strong organizational, time management, analytical, and project management skills
- Demonstrate the ability to prioritize workload and manage multiple projects with short-term and long-term deadlines
- Ability to analyze and solve complex problems and recommend an effective course of action
- Excellent customer service skills
- Experience working in and with under-resourced communities, immigrant communities and low-income communities and/or communities of color.

SPECIAL PERSONAL REQUIREMENTS:

- Passion for work that promotes access for all
- Excellent interpersonal skills

SPECIAL PHYSICAL CHARACTERISTICS: Persons appointed to this position must be reasonably expected to lift, carry, pull, push, or otherwise move objects weighing 5 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 LCI's hybrid telework schedule. Participation in Telework is subject to LCI's guidelines. 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.*



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SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: <i>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).</i>		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE