

DUTY STATEMENT

BRANCH STRATEGIC GROWTH COUNCIL		POSITION NUMBER (Agency – Unit – Class – Serial) 368-610-5393-901			☐ CURRENT ☒ PROPOSED	
SECTION Operations		CLASSIFICATION TITLE Analyst II				
PROGRAM (If applicable)		WORKING TITLE Grants Manager				
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				

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, and Racial Equity 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 direction of the Manager II (Operations Lead) and with guidance from relevant Program Leads, the Analyst II (Grants Manager) is responsible for analytical, administrative, and coordination functions supporting grant development, administration, monitoring, and evaluation. The incumbent provides core support to their primary program by assisting with implementation, documentation, stakeholder coordination, and compliance, while remaining flexible to support other SGC programs as needed. The Analyst II also serves as a liaison between grantees, program staff, and the LCI contracts office to ensure consistent, compliant, and efficient grant administration.

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% 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%	Program Grant Administration and Management • Support administration of SGC Program grant application processes, including reviewing submissions, assessing completeness and eligibility, and coordinating internal review logistics. • Monitor grant agreements for compliance with program requirements, reporting deadlines, and state administrative guidance. • Track grantee performance, deliverables, and expenditures; prepare summaries and status updates for program leadership. • Provide technical assistance to applicants and grantees, including clarification of program requirements and guidance on allowable activities. • Serve as a primary point of contact for grantees regarding administrative requirements, contract processes, and troubleshooting challenges. • Coordinate with the LCI contracts office to resolve agreement execution delays, amendment needs, or invoice/encumbrance issues. • Identify recurring administrative issues across grantees and work with program staff to develop consistent guidance or corrective solutions. • Maintain grant documentation systems to ensure clarity, audit readiness, and alignment across multiple programs.
30%	Cross-Sector Coordination and Stakeholder Engagement • Coordinate with internal teams, cross-sector partners, local governments, Tribes, nonprofits, and private entities involved in grant-funded activities. • Facilitate meetings, workshops, stakeholder communications, and collaborative efforts related to implementation. • Prepare written materials, presentations, and resources that communicate program updates and guidance to grantees and stakeholders. • Facilitate communication flow between grantees, SGC program teams, and contracting/administrative support units to ensure timely issue resolution. • Develop and disseminate standardized guidance, FAQs, and resource materials to support grantees and reduce confusion or redundancy. • Escalate complex or persistent grantee issues to program leadership with recommended approaches or potential solutions.

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20%	Program Research, Reporting, and Analysis - Conduct research and analysis to support program design, implementation practices, and policy considerations. - Prepare written reports, policy summaries, and operational recommendations to support informed program decisions. - Support development of procedures, program tools, templates, and monitoring systems to ensure consistent grant management. - Analyze administrative pain points, reporting trends, and compliance challenges to identify and implement improvements to program processes. - Support development of organization-wide grant management best practices and contribute to continuous improvement efforts across programs.
10%	Support for Other LCI/SGC Programs - Assist other SGC grant programs during peak workload periods, contributing to grant review, reporting, stakeholder coordination, and program administration. - Participate in cross-team initiatives and assist with tasks that advance overall SGC operational effectiveness.
	MARGINAL FUNCTIONS
5%	Perform other job-related duties as required.
KNOWLEDGE AND ABILITIES <i>Knowledge of:</i> Principles and practices of public administration, grant management, budgeting, and program evaluation. <i>Ability to:</i> Analyze data, develop recommendations, and communicate effectively in writing and verbally; coordinate work with others, gain stakeholder cooperation, and support collaborative problem-solving; and manage multiple assignments, meet deadlines, and maintain accuracy and attention to detail.	

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DESIRABLE QUALIFICATIONS:

- Experience with state grant programs, compliance monitoring, or public sector contracting.
- Experience engaging with external partners such as local governments, Tribes, nonprofits, or regional organizations.
- Strong analytical, writing, and communication skills.
- Experience providing administrative or compliance support to grantees or external partners.
- Demonstrated ability to troubleshoot administrative challenges and work collaboratively across teams to identify solutions.
- Experience developing guidance materials, FAQs, or training resources for program participants.
- Familiarity with grant contracting processes.

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 15% may be required.

SUPERVISION RECEIVED AND EXERCISED: Receives general direction from the SGC Executive Director and direct supervision by the Manager II (SGC Deputy Director of Equity and Government Transformation). Will oversee all aspects of the Health and Equity Program.

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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