STATE OF CALIFORNIA
GOVERNOR'S OFFICE OF LAND USE AND CLIMATE INNOVATION
HRO-19 (REV 07/24)

DUTY STATEMENT

BRANCH		POSITION NUMBER (Agency – Unit – Class – Serial)				☐ CURRENT
STATE PLANNING AND POLICY DEVELOPMENT		368-505-5393-001				☒ PROPOSED
SECTION		CLASSIFICATION TITLE				
Climate		Analyst II				
PROGRAM (If applicable)		WORKING TITLE				
Extreme Heat Unit		Extreme Heat Grants Administration Analyst				
REGIONAL HUB		COI	WWG	CBID	TENURE	TIME BASE
Sacramento		Yes	2	R01	P	FT
WORK SCHEDULE	SUPERVISION EXERCISED	SPECIFIC LOCATION ASSIGNED TO				
M-F 8am-5pm	None	1400 10th Street, Sacramento, CA 95814				
INCUMBENT (If known)		EFFECTIVE DATE				
PRIMARY DOMAIN (IT positions only)	N/A					

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 as the state's comprehensive 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 the State Planning and Policy Development, Strategic Growth Council, and the 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.

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 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 direction of the ICARP Extreme Heat and Community Resilience Grant Program lead, the Analyst II (Extreme Heat Grants Administration Analyst) will support Extreme Heat and Community Resilience grantees and support broader ICARP initiatives and workstreams. The Analyst II 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

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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 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. *(Use addition sheet if necessary)*
100%	**ESSENTIAL FUNCTIONS**
35%	**Grant Monitoring, Quality Assurance, and Technical Analysis** Supports ICARP Grants in monitoring grantees work products and invoices. Independently conducts detailed reviews of grant reports, financial documentation, and performance metrics to ensure compliance with fiscal and program requirements. Prepares comprehensive fiscal analyses and summary reports for the Grant Administrator and ICARP Program Managers, highlighting financial performance and identifying issues or corrective actions. Provides technical assistance to grantees to support compliance with deliverables and performance targets. Develops technical materials for reports, trainings, and stakeholder briefings, and co-leads grantee trainings on reimbursement processes, documentation standards, and bond funding compliance.
30%	**Grant Management, Coordination, and Administration** • Support the Extreme Heat and Community Resilience team to deliver successful post-award activities: o Coordinate application awards process. o Support the development of grant agreement terms and conditions. o Establish internal grant budget and tracking mechanisms for each grantee. o Monitor and report on grantee progress o Lead meetings with grantees to support grant administration o Support use of Asana and other tracking and reporting tools for the grant program o Assist with preparation of agendas, meeting notes, follow-up communications, and action item tracking. o Supports scheduling and coordination of internal and external meetings, workshops, and listening sessions. o Review and process budget change and amendment requests. o Design and implement site visits o Support the finance team and the ICARP Grant Administration Unit in reviewing and process invoices, conduct program closeout activities, and reconcile grant expenditures.
20%	**Program Reporting and Evaluation Tasks** Supporting the EHCRP Grants Lead, the incumbent supports the management, evaluation, and reporting of EHCRP, including monitoring grantee progress, leading site visits and events, co-developing workshops, and providing research-based support for program development and implementation. This includes;

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	• Support the management of contracts that involve program evaluation and grantee evaluation activities, including being responsible for editing and revising reports and deliverables from contracted evaluators. • Support the development and preparation of reporting for mandated annual reports, and reporting tied to funding sources including GGRF and the Climate Bond (Prop 4). • Coordinate and prepare responses to additional reporting requests from LCI, the Governor's Office, and the Legislature, ensuring information is accurate and complete. • Assist in data entry, tracking metrics, and developing summary reports for internal and external use.
10%	**Participate as an active member of LCI's Climate Team and support LCI cross-agency efforts** Tasks include working with colleagues to ensure information sharing, contributing to systems of accountability, highlighting promising practices and creating an inclusive workplace. • Ensure implementation of ICARP priorities through active coordination with the climate team. • Support and engage in office-wide initiatives and priorities, including development and implementation of LCI's Racial Equity Action Plan. • Independently produce meeting materials and pre-meeting briefings; participate in a variety of policy development meetings; provide critical contributions and take responsibility for written meeting summaries; research, compile and summarize information for document composition, staff reports, and/or presentations. • Contribute to the climate team and LCI communications and engagement strategies.Participate in staff meetings, attend trainings, provide support for LCI.
	MARGINAL FUNCTIONS
5%	Perform duties not listed that contribute to the job if needed.

DESIRABLE QUALIFICATIONS:

- Exceptional written and oral communication skills, with the ability to present information and express ideas in a clear, confident, and convincing manner
- Excellent organizational skills to manage multiple tasks, prioritize workload, and meet deadlines effectively. Ability to maintain well-organized files and documentation.
- Strong attention to detail to review invoices, expense reports, and financial documents for accuracy, completeness, and compliance with grant guidelines.
- Basic understanding of grant compliance regulations, policies, and procedures to ensure adherence to funding agency guidelines. Ability to follow established processes and protocols.
- Excellent customer service skills
- 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

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- Demonstrate the ability to prioritize workload and manage multiple projects with short-term and long-term deadlines
- Proficiency in using relevant computer applications and software, such as Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) or other productivity tools and familiarity with database management and record-keeping systems.
- Ability to identify and implement technological efficiencies to streamline processes, including the ability to learn new software.
- Ability to analyze and solve complex problems and recommend an effective course of action
- Employ creativity and innovation to resolve issues and identify alternative strategies
- Experience working in and with under-resourced communities, immigrant communities and low-income communities and/or communities of color.
- Demonstrated ability to work well in a team environment, collaborating with colleagues and cross-functional teams to support grant administration activities. Willingness to assist others and contribute to a positive work culture.

SPECIAL PERSONAL REQUIREMENTS:

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

KNOWLEDGE AND ABILITIES

Knowledge of: Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; and governmental functions and organization. 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: 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.

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 OPR's guidelines. Occasional/overnight travel up to 15% may be required

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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
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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