BRANCH	POSITION NUMBER (Agency – Unit – Class – Serial)	☐ CURRENT ☒ PROPOSED
STRATEGIC GROWTH COUNCIL	368-603-5402-001	

PROGRAM	CLASSIFICATION TITLE
Equity and Government Transformation	Analyst III
SECTION/UNIT (If applicable) Communities Advancing Climate Equity	WORKING TITLE Resilient Community Senior Planner

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)	Choose an item.

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 general direction of the Supervisor II, the Analyst III works with state partners, program applicants, and other stakeholders on the development of program guidelines, review and coordination of project recommendations for the award, and project coordination and monitoring.

% 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**

HRO Approved: 11/10/26 CG

35%	**Program Administration**
	• Lead activities related to the implementation of awarded grants and technical assistance contracts:
	  ○ Lead post-award consultations with awardees
	  ○ Serve as a main point of contact for grantees, including reviewing and approving invoices, monitoring grantee progress and reporting on milestones and lessons learned
	  ○ Serve as contract manager for external technical assistance provider teams, including designing the structure of technical assistance provision, tracking daily technical assistance activities, and managing invoicing and contract amendments as needed
	  ○ Engage with unsuccessful applicants to notify them of their final score and provide feedback on their application
	  ○ Build local stakeholder relationships and monitor local politics
	  ○ Elevate program policy, legal, and communications questions
	  ○ Oversee evaluation of awarded grants
	• Lead various tasks to help the CACE and CC programs achieve intended goals:
	  ○ Plan workshops, meetings, and events
	  ○ Support development of the Connecting Communities “Hub” on SGC Model site, coordinate with SGC Council agency and community partners to add external Models
	  ○ Develop communications materials to facilitate industry knowledge, such as newsletters, tools, resources, webinars; coordinate with LCI Federal Grants Administrator and the CFCC to coordinate on sharing resources with key partners
	  ○ Provide guidance and assign tasks to SGC interns as needed
	  ○ Facilitate internal and external need finding exercises to support the development of tools, resources, and activities that support communities in accessing funding. Coordinate with internal departments and teams to identify materials, resources, and needs

35%	**External Engagement, Outreach, and Event Planning**
	• Lead tasks related to organizing the Catalyst Convenings, a series of regional events across the state to help each region advance community-driven climate and land use priorities:
	  ○ Conduct regional research and case study identification to inform the development of Catalyst Convening agendas, speakers, panel topics, etc.
	  ○ Coordinate with contractors involved in all aspects of conference planning and delivery
	  ○ Coordinate with partners on the LCI team to plan and execute the Catalyst Convenings
	  ○ Lead general event management, including website updates and other communications needs
	  ○ Manage the collection of region-specific case studies to be presented at Catalyst Convenings and shared in print and digitally with participants, Council members, and the general public. Coordinate case study inputs, design, and selection process.
	  ○ Build new partnerships and relationships to facilitate the continued success of the Catalyst Convenings
	  ○ Strategize with internal program team on the development of additional Convenings/events as a follow-up to the Catalyst Convenings.
	• Lead tasks related to CACE and Connecting Communities external engagement and partnership development:
	  ○ Develop materials/presentation/tools necessary for the programs to communicate to a variety of audiences with varying levels of understanding of the program
	  ○ Act as the program liaison to help grant applicants access technical assistance and to provide information about other state funding opportunities through one-on-one consultations, trainings and webinars
	  ○ Maintain relationships with awardees and consultants on-the-ground to identify and remove barriers to program implementation

	○ Communicate effectively both verbally and in writing to stakeholder groups, community-based organizations, local governments, and regional agencies ○ Maintain external program inquiries through monitoring Public Comments, providing consultation, and responding to information requests ○ Coordinate statewide outreach including public workshops and site visits.
25%	**Program Development** • Lead the development of programs within the CACE portfolio, with the support of the CACE Program Manager ○ Update and revise the Program Guidelines, including solicitation and integration of feedback from stakeholders and community partners ○ Conduct and coordinate research to influence program development and implementation ○ Develop the Notice of Funding Availability (NOFA) and associate application and reported materials as required for each grant program funding round. ○ Lead the application review process and update scoring materials, including collaborating with SGC and inter-agency partners to develop the review plan, refine scoring tools to optimize program outcomes and ensure a fair and transparent award process, conduct technical analyses of submitted applications, and reconcile reviewer scoring differences to reach a compliant, equitable, and well-supported final award decision aligned with statutory and NOFA requirements. Develop staff reports and presentations • Support strategic planning and visioning efforts related to the CACE and CC programs
	MARGINAL FUNCTIONS
5%	**Other Duties** • Participate in staff meetings, attend training, 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: Affordable housing, transportation planning, urban greening, workforce development, sustainable energy development, environmental and resiliency planning; principles, practices, and trends of public and business administration, including management and supportive staff services such as budget, personnel, management analysis, planning, program evaluation, or related areas; principles and practices of employee supervision, development, and training; program management; sustainable planning policy; formal and informal aspects of the legislative process; the administration and department's goals and policies; governmental functions and organization at the State and local level; department's Affirmative Action Program objectives; and a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.

Ability to: Communicate with a range of partners and stakeholders, including senior leadership, elected officials, community members, and tribe and tribal community members, and the general public; create a work environment that celebrates diverse backgrounds, cultures, and personal experiences; reason logically and creatively 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 both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; review and edit written reports, utilize interdisciplinary teams effectively in the conduct of studies; manage a complex Staff Services program; establish and maintain project priorities; develop and effectively use all available resources; and effectively contribute to the department's affirmative action objectives.

DESIRABLE QUALIFICATIONS

- Planning, community development, and scientific understanding, with experience in climate policy analysis and development.
- Professional background serving and working with under-resourced/underserved communities.
- Experience in providing technical assistance and consultation to grant applicants and external groups.
- Strong written and verbal communication skills.
- Demonstrated track record of leadership.
- Ability to manage complex projects from start to finish is essential.

SPECIAL PERSONAL REQUIREMENTS

- Demonstrated ability to act independently, open-mindedness, flexibility, and tact.
- Ability to think creatively about the program, its objectives, and how to meet them through policy development.
- Self-motivated individual with a creative, agile, and analytical mind.
- Ability to maintain consistent attendance.
- Ability to demonstrate punctuality, initiative, and dependability.

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. This position performs regular fieldwork at sites throughout the assigned area. Each day spent in the field counts as one in-office day toward the in-person work requirement. Telework eligibility is determined by the operational needs of the program and is subject to management approval. All telework arrangements must comply with department policy and the applicable bargaining unit MOU. Occasional/overnight travel up to 20% 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

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