STATE OF CALIFORNIA
GOVERNOR'S OFFICE OF LAND USE & CLIMATE INNOVATION
HRO-19 (REV 03/2025)

DUTY STATEMENT

BRANCH STATE PLANNING AND POLICY DEVELOPMENT			POSITION NUMBER (Agency – Unit – Class – Serial) 368-508-5402-001			☐ CURRENT ☒ PROPOSED
SECTION Climate			CLASSIFICATION TITLE Analyst III			
PROGRAM (If applicable) Extreme Heat Unit			WORKING TITLE Infrastructure and Belonging Lead			
REGIONAL HUB Sacramento			COI Yes	WWG 2	CBID R01	TENURE P	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 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 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 leads program management, technical assistance, policy development, and program activities related to the Extreme Heat and Community Resilience Program and policy projects including SB 306 the Extreme Heat Action Plan and AB 2238 CalHeatScore.

Under the general direction of the ICARP Extreme Heat and Community Resilience Grant Program (EHCRP) Grants Lead, the Analyst III (Infrastructure and Belonging Lead) is responsible for leading and supporting the development, implementation, and evaluation of EHCRP grant activities and supporting broader ICARP initiatives and workstreams. The Infrastructure and Belonging will support program management and provide technical assistance to EHCRP grantees. 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

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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 infrastructure deployment is preferred, including climate change adaptation and mitigation, climate and environmental policies, and other technical topics relevant to infrastructure development and climate 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%	**Technical Assistance for Infrastructure Deployment and Belonging** • 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. • Support grantees in their belonging design efforts to ensure infrastructure is inclusive, accessible and is built with heat vulnerable communities at the center of design choices • Provide technical assistance and program management support to ensure all phases of infrastructure development are taking place. • Support grantees in navigating and completing key compliance requirements for partnerships, permitting, and belonging • Maintain collaborative and constructive relationships with stakeholders across California including local, regional, and tribal governments, nonprofits, and advocates. • Lead 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.
25%	**Program Reporting and Evaluation of Extreme Heat Infrastructure** Supporting the EHCRP Grant Lead, the incumbent would support the management, evaluation, and reporting of EHCRP • Support the management of contracts that involve program evaluation and grantee evaluation activities, including being responsible for reviewing, editing, and revising reports and deliverables from contracted evaluators. Support the development of case studies and

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	public facing communications • Support the development, preparation, and review 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. • Support monitoring grantee progress, coordinating site visits and events, co-developing workshops, and providing research-based support for program development and implementation.

25%	**Extreme Heat Grant Program Management**
	• Support the EHCRP Grants Lead, 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, evaluate, 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.

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 and the Technical Advisory Committee. • 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.

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	• 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
- Bilingual – Spanish preferred
- 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
- Ability to support community partnerships in service of infrastructure implementation
- Experience working with community-based organizations and with vulnerable populations.
- 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

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; Working knowledge of construction project cycles; including design, permitting, construction, and finalization. Understanding of belonging and equity principles. 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.

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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.***

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

HRO Approved: 11/13/26 YP

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