



DUTY STATEMENT

PROGRAM STATE PLANNING AND POLICY DEVELOPMENT		POSITION NUMBER (Agency – Unit – Class – Serial) 368-695-4800-XXX				
BRANCH Planning and Climate Policy		CLASSIFICATION TITLE Staff Services Manager I (Specialist)				
SECTION/UNIT (If applicable) Climate		WORKING TITLE Senior Adaptation and Resilience Planner				
REGIONAL HUB Sacramento		COI Yes	WWG E	CBID E48	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 Planning and Research (OPR) serves the Governor and his Cabinet as staff for long-range planning and research and constitutes the comprehensive state planning agency. OPR assists the Governor and the Administration in planning, research, policy development, and legislative analysis. OPR 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. OPR'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. OPR 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

Under the general direction of the ICARP Extreme Heat and Community Resilience Grant Program Manager, the Senior Adaptation and Resilience Planner will support implementation of the Extreme Heat and Community Resilience Program, as part of OPR's Integrated Climate Adaptation and Resiliency Program (ICARP). This position is a member of the ICARP Team, which works to integrate climate change into planning and investment decisions through the development of statewide plans, decision-support tools, actionable climate science, guidance, technical assistance, and grant programs while also advancing racial and social equity within state funding programs and programs related to climate change. The Senior Adaptation and Resilience Planner is an interdisciplinary team member that participates in planning and project development of environmental and climate-related plans, programs and projects. The incumbent will be responsible for implementing the Extreme Heat and Community Resilience Program (EHCRP) to ensure that tribes, community-based organizations, and local jurisdictions have funding and resources to improve local heat planning and awareness and overall resilience to extreme heat through program implementation and infrastructure improvement. The incumbent will support policy development and interagency coordination on extreme heat planning, communications, and infrastructure development. This position requires the ability to build relationships with new or unfamiliar organizations or individuals, a strategic and/or analytic way of thinking about project implementation, the ability to balance action and risk effectively and efficiently, and the tenacity and persistence necessary to ensure a full understanding of environmental, climate and extreme heat conditions. The Senior Environmental Planner acts as an in-house consultant performing the most difficult and complex work which is critical to OPR and ICARP's mission and is of statewide significance.

% 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>
	ESSENTIAL FUNCTIONS
35%	<p>Grant Program Management and Implementation tasks include leading the implementation of grant programs by coordinating pre- and post-award activities, developing program guidelines and materials, monitoring grantee progress, providing technical expertise, and conducting research to inform policy and recommendations.</p> <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> ○ 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: <ul style="list-style-type: none"> ○ Coordinate application awards process. ○ Support the development of grant agreement terms and conditions. ○ Establish internal grant budget and tracking mechanisms for each grantee. ○ Lead technical workshops and outreach to ensure sharing of promising practices around extreme heat resilience, community resilience, heat relief and heat communications. ○ Monitor grantee progress. ○ Review and process budget change requests. ○ Participate 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. ○ Work collaboratively with Assistant Planner(s) ○ Support the finance team and grant administrators to review and process invoices, conduct program closeout activities, and reconcile grant expenditures.
30%	<p>Program Engagement and Interagency Coordination tasks include leading collaborative stakeholder engagement, interagency coordination, and communications efforts, while fostering partnerships, providing technical assistance, and ensuring effective program outreach and engagement, to promote resilience and extreme heat planning, raise awareness, and remove implementation barriers under the EHCRP.</p> <ul style="list-style-type: none"> • Maintain collaborative and constructive relationships with stakeholders across California including local, regional, and tribal governments, private sector, nonprofits, and advocates. • Coordinate with OPR and other interagency partners to provide resources for grantees and support implementation statewide extreme heat planning and awareness efforts. • Facilitate complex stakeholder engagement exercises and data collection to gather input for grantmaking, planning and implementation processes. • Contribute to creation of new partnerships and policy development with state agencies and external partners. • 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.
20%	<p>Program Reporting and Evaluation tasks include leading the management, evaluation, and reporting of the EHCRGP, including monitoring grantee progress, leading site visits and events, co-developing workshops, and providing research-based support for program development and implementation.</p>

<p>10%</p>	<ul style="list-style-type: none"> • Support the overall evaluation and monitoring of the program, including: <ul style="list-style-type: none"> ○ Development of best practices and lessons learned. ○ Regular review of program elements for ongoing improvements to implementation and delivery • Oversee program reporting and evaluation activities: <ul style="list-style-type: none"> ○ Develop content for memos, reports and presentations for advisory committees, stakeholder engagement, interagency review teams and the legislature through the guideline development process. ○ Conduct research to inform program development and design. • Support the development and implement technical tools and policy guidance for EHCGRP, such as methods to quantify both the program level and each individual grantee project's benefits, guidance to prioritize funding to disadvantaged and low-income communities, and requirements about investment tracking and reporting. <p>Participate as an active member of OPR's Climate Team and support OPR 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.</p> <ul style="list-style-type: none"> • 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 OPR'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 OPR communications and engagement strategies. • Participate in staff meetings, attend training, provide work status reports, handle special projects, and serve on inter-agency working groups
<p>5%</p>	<p>MARGINAL FUNCTIONS</p> <p>Perform other job-related duties as required.</p>
	<p>KNOWLEDGE, SKILLS, AND ABILITIES</p> <p><i>Knowledge of:</i> 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; 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.</p> <p><i>Ability to:</i> 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 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 utilize all available resources; and effectively contribute to the department's affirmative action objectives.</p> <p>DESIRABLE QUALIFICATIONS:</p> <ul style="list-style-type: none"> • Knowledge and experience in urban, regional, and/or environmental planning, extreme heat planning, and the application of community planning principles

- 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
- Experience working on complex planning projects and 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:

- Demonstrated ability to act independently, open-mindedness, flexibility, and tact.

SPECIAL PHYSICAL CHARACTERISTICS: Persons appointed to this position must be reasonably expected to lift, carry, pull, push, or otherwise move objects weighing 10 lbs. 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 OPR’s hybrid telework schedule. Participation in Telework is subject to OPR’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
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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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