**CALIFORNIA COASTAL COMMISSION**

**DUTY STATEMENT**

**Associate Governmental Program Analyst**

**EMPLOYEE NAME:**

**WORKING TITLE: Grants and Education Program Analyst**

**WORK UNIT/DIVISION: Public Education**

**LOCATION: San Francisco**

**DATE OF APPOINTMENT:**

**CBID: R01**

**TENURE/TIMEBASE: full-time**

The California Coastal Commission is a state agency charged with implementing the California Coastal Act of 1976 to protect, preserve and enhance resources in the coastal zone of California. The staff in the Public Education Program work to further the agency’s mission by raising public awareness of the importance of protecting and restoring the California coast and ocean, connecting people to the coast and coastal watersheds, and promoting environmental stewardship.

Under the direction of the Public Education Program Manager, the Grants and Education Program Analyst is responsible for all aspects of the Whale Tail Grants Program, which funds projects that connect people to the California Coast and its watersheds through education, stewardship, and outdoor experiences. The Analyst is also a collaborative member of a small team working on a variety of projects to engage Californians in appreciation and stewardship of the coast and ocean.

**ESSENTIAL FUNCTIONS:**

The following is a general summary of the allocation of time to the various responsibilities assigned to the Grants and Education Program Analyst. This allocation does not necessarily reflect the actual time spent on each task on a day-to-day basis but is intended to represent a long-term average.

**70% Whale Tail Grants Program Administration**

* With support from the Public Education Manager: Determines grant program priorities and incorporates them into program guidelines and application forms. Determines and tracks grant program budgets. Analyzes and develops recommendations to improve the application review and reporting process.
* Develops and implements outreach plan for broad and inclusive program reach. Responds to questions from potential grantees. Develops and hosts educational webinars for prospective applicants.
* Evaluates and scores grant applications and prepares recommendations. Prepares reports and makes public presentations at Coastal Commission meetings. Prepares contracts and obtains necessary approvals. Provides feedback to declined grant applicants.
* Develops and hosts orientation webinars for grantees. Plans and coordinates grantee training and networking offerings.
* Supports grantees in their grant management, such as invoicing, reporting, and amendments. Tracks grant budgets. Reviews and approves invoices and reports.
* Compiles and analyzes grant data and prepares an annual report on equity efforts and outcomes. Reviews and analyzes proposed legislation affecting the grants program. Supports efforts to secure program funding, including by compiling and presenting information about the grants program.

**20% Public Education Unit Education and Outreach Programs**

* Depending on the expertise and interest of the individual and the needs of the programs throughout the year, supports or leads other programming such as the Coastal Art and Poetry Contest, the Climate Storytelling Contest, the California King Tides Project, California Coastal Cleanup Day, and K-12 education resources. This may include development, outreach, implementation, and evaluation, and may include occasional travel to events or conferences.
* Taking into account the interests and expertise of the individual, collaborates with colleagues to develop new programs and improve current programs to address emerging coastal issues and engage new audiences.
* Tracks and manages program funding sources, budget projections, expenditures, and budget changes.
* Prepares email and social media communication for outreach, promotion, and education. Responds to requests from the public.
* Participates in strategic planning processes.
* Participates in external networking and coordination meetings such as the California Environmental Education Interagency Network. Keeps informed of new developments and research in the field.

**5% Justice, Equity, Diversity, and Inclusion**

* Participates in tasks, trainings, outreach, and other activities that support implementation of the agency’s Justice, Equity, Diversity and Inclusion (JEDI) plan, which aims to create an inclusive workplace that allows staff from diverse backgrounds to thrive and improves agency outreach and public engagement. For example, this may include attending quarterly JEDI calls, participating in JEDI committees, contributing to or attending staff trainings on JEDI issues, presenting at outreach events, and providing input on hiring practices.

**5% Marginal Functions**

* Performs special projects and other duties as assigned.

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Employee’s Signature Date

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Supervisor’s Signature Date