Good morning,

We are excited to announce two new job opportunities at OPR. Please share this with relevant networks and forward any relevant questions to joanna.sledge@opr.ca.gov.

Thank you,
ICARP Team

Integrated Climate Adaptation and Resiliency Program
Junior Climate Program Analyst
The Governor’s Office of Planning and Research (OPR) Climate Team is a diverse group of dedicated colleagues who collaborate across disciplines to develop cohesive and coordinated responses to the impacts of climate change across the state. The Climate Team works to integrate climate change into state and local planning and investment decisions through the development of decision-support tools, guidance, and support to local governments and other partners.

Under the supervision of the Deputy Director for Climate Resilience, and in partnership with the other members of the OPR Climate Team, the Program Analyst is a junior-level position that will serve as a member of OPR’s Climate Team to support assignments related to climate adaptation and resilience. The Program Analyst will serve as lead staff for the Integrated Climate Adaptation and Resiliency Program’s (ICARP) Adaptation Clearinghouse, provide support to the ICARP Technical Advisory Council, support inter-agency coordination on climate adaptation and resilience efforts, and perform a variety of analytical, research, and administrative duties.

OPR is a fast-paced, creative work environment. Assignments may involve high-visibility and politically-sensitive subjects that are of critical importance to the Governor of California and to the State. As such, this position requires a high degree of independent judgement, strong collaboration and communication skills, a positive attitude, and a sense of humor.

**Typical duties include:**

**Policy Research and Analysis.** Analyze existing or proposed policies at the state, regional, or local government level. Perform independent research on a variety of issue areas as assigned. Consult with colleagues, subject area experts, and stakeholders to gain diverse perspectives on potential impacts of policies. Interpret and summarize potential impacts of government policies or actions as relates to: climate adaptation and resilience, climate science, greenhouse gas emissions, land use and development, social and racial equity, environmental justice, and other related topics.

**Quantitative and Qualitative Analysis.** Use Excel or other database management software (required), GIS and scenario planning tools (a plus), and/or other analytic tools to perform quantitative database management and spatial analysis of policies or issue areas as assigned.
**Writing and Communications.** Develop clear visual and written summaries of research findings and data analysis that effectively convey key findings and complex topics to policymakers and to a broad range of audiences. Create memos, policy briefs, reports, online content, presentations, and other materials. Develop clear communication strategies and materials to ensure program resources and tools are broadly socialized and used by diverse stakeholders throughout California.

**Support Technical Assistance to Local Governments.** Support senior OPR staff in developing and providing technical assistance to local governments and other stakeholders in implementing climate adaptation and resilience efforts, including State requirements for planning.

**Support Collaboration with State Government Partners.** Support senior OPR staff in working collaboratively with partners at other State departments and agencies to research, recommend and implement policy changes pertaining to State programs and operations to advance climate adaptation and resilience policies and programs.

**Stakeholder Outreach and Engagement.** Support outreach to and engagement of stakeholders and end users of OPR’s work, especially local government officials. Lead staff for outreach and engagement for the Adaptation Clearinghouse, including development of user-needs workshops, webinars, and other training and outreach events. Participate in and assist with scheduling and developing content for conference calls, webinars, video conferences, and in-person meetings in Sacramento and throughout the State to learn about local government and other stakeholder priorities; identify needs and challenges in implementing State policies and best practices that advance climate adaptation and resilience; sustainable, equitable growth; and, share information about new or modified guidance, grant programs, and tools available to support climate adaptation and resilience activities.

**Minimum Requirements:**

Bachelor’s degree in public policy, government, climate science, urban planning or a closely-related field, OR equivalent work experience in a related field.

**Desirable Qualifications:**
In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will provide the basis for competitively evaluating each candidate:

- **Subject-Area Knowledge**: General familiarity with one or several relevant subject areas and practices, e.g.: climate adaptation and resilience planning, climate vulnerability assessments, local government roles and processes, land use planning, housing, community development, economic development, social and racial equity, environmental policy and greenhouse gas reduction, and environmental protection.
- **Collaboration**: Track record of successfully collaborating with diverse teams and fostering positive working relationships with colleagues and partners.
- **Organization and Personal Accountability**: Ability to prioritize assignments, manage multiple simultaneous projects, ask for assistance when needed, and provide regular progress updates to collaborators, supervisors, and colleagues.
- **Communication skills**: Superior written and oral communications, especially the ability to write succinctly and clearly.
- **Analysis**: Ability to research and analyze quantitative and qualitative information and prepare and present results orally and in writing. Database management and data entry.
- **Independent Judgement**: Ability to understand and effectively respond to cultural and political context. Ability to implement sound professional judgement and critical thinking.
- **Commitment to Diversity, Equity and Inclusion**: Demonstrated personal and professional commitment to advancing diversity, equity, and inclusion.
- **Travel**: Ability to travel occasionally as needed. (The State of California reimburses employees for qualifying travel-related expenses.)
- **Bilingual a Plus.**

**Compensation and Benefits:**

The State of California benefit package may include:

- Retirement contributions into the California Public Employees’ Retirement System.
- Vacation and Sick Leave or Annual Leave
- Professional Development Day – two days per fiscal year
- Medical, dental, and vision insurance
· Life insurance basic coverage of $50,000 for managers and $25,000 for supervisors, confidential, and excluded employees.
· Voluntary enrollment into a deferred compensation program Long-term Disability Insurance, Long Term Care Insurance, Group Term Life Insurance, and a Legal Service Plan.
· Flexible work hours and occasional ability to work remotely with prior agreement of supervisor. (However, this position is primarily expected to be in-person.)
· This position is exempt from Civil Service.

**Final Filing Date:**

November 25, 2019

**Review and Selection Process:**

Candidates with the most desirable qualifications will be invited for interviews. Initial interviews will be held in Sacramento, California or by phone for remote candidates. The Climate Program Analyst serves at the pleasure of the Governor and is an “Exempt” position; therefore, appointment to this position and salary are subject to executive approval.

**How to Apply:**

Submit the following materials:
· CalHR Application
· Resume
· Cover Letter: No more than one-page total.
· Writing Sample: At least one writing sample that illustrates Applicant’s independent writing and research abilities. Please include only independent work (not collaborative projects). If the writing sample is part of a broader project, please clearly indicate which portion is the Applicant’s own independent work. Maximum 5 pages, please.

Questions may be directed to Joanna.sledge@opr.ca.gov.
BACKGROUND

California Volunteers, Office of the Governor, addresses state and community challenges by investing in high impact service solutions, while leveraging public, private, and nonprofit resources. Through AmeriCorps, disaster volunteering and preparedness, and community partnerships, California Volunteers transforms small investments into major impacts. Led by the state’s Chief Service Officer, Josh Fryday, California Volunteers is supported by a bipartisan 25-member Commission and a team of experts driven by a mission to empower and mobilize all Californians to volunteer, serve and prepare.

SCOPE

The Grants Management Associate “GMA” works under the supervision of the Director of Finance and Administration and in close coordination with F&A team (Finance and Admin). The GMA is primarily responsible for fiscal monitoring of grant contracts, invoices, and budgets for the AmeriCorps Ed Awards and AmeriCorps programs. The GMA will be expected to learn grant requirements, California Volunteers fiscal management policies, and will interact with external grantees to perform grant monitoring and provide technical assistance to grantees. The GMA must possess knowledge of the state accounting systems, principals of fiscal monitoring and auditing of grants, and have experience in working with state and/or federal grants.

DUTIES

Fiscal Grant Monitoring (Approximately 50%)

- Assist in the tracking and preparation of monthly reimbursement requests for grants received from the AmeriCorps Ed Awards and AmeriCorps programs.
- Oversee the pre-award financial management assessment of sub grantees.
- Oversee the pre-contract audit analyses of all sub grantees.
- Oversee review and tracking of sub grantee budgets and budget change requests.
- Ensure that documentation of sub grantee monitoring is appropriate, complete, and maintained as required under state requirements.

Fiscal Grant Management (Approximately 40%)

- Develop, maintain, and implement all policies and procedures related to sub grantee financial management, payment, monitoring, and oversight.
• Conduct reviews of AmeriCorps grantee grant budgets to verify calculations, allowability of expenses, and confirm that the budget meets grant specific requirements
• Assist in preparation and review of grant contracts, and required financial reports for the AmeriCorps programs
• Audit and process invoices for payment process
• Utilize FI$Cal for processing of supplier identification, voucher payments, financial report queries, encumbrance of funds.

Other (Approximately 10%)
• Develop and deliver training in fiscal management to sub grantees as necessary.
• Meet regularly with program staff on issues related to grant status, sub grantee monitoring, and planning for grant making processes.

QUALIFICATIONS
• Bachelor’s Degree
• Knowledge of state accounting and budgeting systems and rules strongly preferred.
• Knowledge of federal funds management strongly preferred.
• Knowledge of state contracting rules.
• Strong analytical and problem solving skills.
• Ability to develop and organize internal processes and systems.
• Ability to manage multiple priorities and objectives.
• Ability to communicate effectively in writing and in person to a variety of audiences.
• Ability to work in either a team environment, and individually.