

STATE OF CALIFORNIA

GOVERNOR'S OFFICE *of* PLANNING AND RESEARCH

Associate Intergovernmental Program Analyst/Exempt
Disadvantaged Community Liaison
Salary: \$4279-5314
Location: Sacramento

An equal opportunity employer to all regardless of age, ancestry, color, denial of family and medical care leave, disability, gender identity or expression, genetic information, marital status, medical condition, military and veteran status, national origin, political affiliation, race, religion, sex, or sexual orientation of any person. It is the objective of the State of California to achieve a drug-free workplace.

Under direction from the Strategic Growth Council (SGC) Executive Director and Deputy Director, and the Office of Planning and Research Deputy Director, the Disadvantaged Community Liaison (DAC Liaison) is responsible for varied and technical analytical staff services assignments such as planning, monitoring, evaluating, researching, auditing, and report preparation. The DAC Liaison will provide consultative services to management and others on the implementation of Greenhouse Gas Reduction Fund (GGRF) programs with respect to statutory Disadvantaged Community requirements. They will act as the SGC DAC coordinator and will provide technical assistance to disadvantaged communities for the implementation of the SGC GGRF programs. The DAC Liaison will work closely with the other DAC Liaisons at the Air Resources Board (ARB) and other GGRF programs.

Typical Duties

Review and analyze the needs of the Program to ensure that statutory Disadvantaged Community goals are being met. Identify resources needed to provide the appropriate level of program-specific technical assistance and application support to disadvantaged communities. Coordinate with other state liaisons to integrate GGRF state programs with local projects. Track GGRF programs and prepare any reports to ARB related to program implementation of DAC goals.

Assist in the development and administration of the Affordable Housing and Sustainable Communities program (AHSC) through various projects that implement land use, housing, transportation, and agricultural land preservation and other related public policy objectives related to disadvantaged communities. Act as the first point of contact for Disadvantaged Community representatives and determine which GGRF programs fit the needs of that community. Track GGRF funding, ensuring that reporting and audit requirements are met under Federal laws and policies. Monitor and track expenditures associated with GGRF to disadvantaged communities; manage financial records; monitor project outcomes, prepare reports, and submit the findings to the Executive Director of SGC.

Participate in a variety of policy development and program management meetings; provide critical contributions; research, compile and summarize information for document composition, staff reports, and/or presentations. Represent the SGC at meetings; assist in developing and maintaining partnerships to promote collaborative research and projects with public and private stakeholders; assist in creating a public presence and identity to share the Council's mission and activities with interested parties; foster relationships with governmental and non-governmental organizations, outreach clients and others; prioritize approaches with directors. Perform other duties as required.

Required Skills, Knowledge, and Abilities:

- **Education:**
A Bachelor's degree in Business or Public Administration, Public Policy, Law, Political Science, Planning, Community Development, or a related field; a Master's degree is desirable.
- **Experience:**
 - Three years of professional analytical experience performing duties in one or a combination of the following or closely related areas: policy development and analysis, planning, program evaluation, or policy analysis.
 - Significant on-the-ground experience providing technical assistance to underserved communities, particularly in California.
- **Knowledge of:**
 - Concepts of land use planning and public policy issues including some or all of the following: affordable housing, transportation policy, public health, rural development, climate change mitigation and adaptation, water policy, public infrastructure, natural resource conservation and infill development.
 - Project management requirements and techniques.
 - Principles of research and analysis.
 - Techniques for engendering community and stakeholder engagement.
 - California geography and resources as they relate to future land use development.
 - Principles and practices of the various phases of modern city, regional, and State planning.
 - Social and economic aspects of planning.
 - Various legal requirements relating to city and regional planning.
 - Current trends in Federal, State and local planning.
 - Local assistance processes and programs.
 - Functions, policies, procedures and the mission of the Strategic Growth Council.
 - Operations and structures of state government.
- **Skills Required:**
 - Strong interpersonal and communication skills.
 - Work cooperatively with other agencies, departments, governmental institutions, and outside agencies and stakeholders.
 - Communicate key information clearly and concisely both orally and in writing, particularly in regard to politically sensitive topics.
 - Demonstrate tact and diplomacy with those contacted in the course of work.
 - Strong proficiency in public presentations, Spanish speaker preferred but not required.
- **Project Management Skills:**
 - Handle multiple project assignments; plan, prioritize, organize and coordinate activities and schedule work.
 - Participate in problem resolution and provide recommendations.
 - Provide project leadership and management support.
- **Analytical Skills:**
 - Excellent writing and research skills.
 - Learn and evaluate a variety of technical subject matter.

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 Days – two days per fiscal year;
- Medical, dental, and vision insurance;
- Life insurance basic coverage \$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.
- This position is exempt from Civil Service

Final Filing Date:

September 30, 2015

Review and Selection Process:

Candidates with the most desirable qualifications will be invited for interviews. Interviews will be held in Sacramento, California. The Assoc IPA serves at the pleasure of the Governor and is an "Exempt" position, therefore appointment to this position and salary are subject to executive approval.

Who May Apply: Current and Non-State applicants may apply since exempt positions are not subject to civil service requirements.

If interested, please email cover letter indicating the position for which you are applying, resume, and references to:

jobs@sgc.ca.gov

In addition, you must submit an on-line Governor's Appointment Application directly to the Governor's Office at http://gov.ca.gov/m_appointments.php.

Questions may be directed to SGC.info@sgc.ca.gov.