

# STATE OF CALIFORNIA

## GOVERNOR'S OFFICE of PLANNING AND RESEARCH

Associate Intergovernmental Program Analyst/Exempt  
Data Analysis and Mapping  
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 Associate Intergovernmental Program Analyst (Assoc IPA) is responsible for varied and complex technical analytical staff services assignment such as planning, monitoring, evaluating, researching, analyzing data, and policy development. The Assoc IPA would provide services to management or others on the impact or potential impact of data related to the SGC Greenhouse Gas Reduction Fund (GGRF) program, in addition to other support of SGC initiatives. They will coordinate and provide the support of the administrative requirements related to data analysis and mapping of objectives related to Greenhouse Gas (GHG) emissions reductions and co-benefits for the SGC GGRF programs.

### **Typical Duties**

Review and analyze data to ensure and refine SGC GGRF program goals and objectives. Track SGC GGRF programs and related objectives and develop information to support Council and Air Resources Board (ARB) reporting requirements. Work with SGC staff, outside agencies, and stakeholders using a variety of tools and mapping applications to provide data and analysis for the development of GHG reductions strategies and use of scenario based planning models. Work with ARB and others on data analysis and tool development to meet the statutory and scoping plan requirements for GHG reductions and GGRF expenditures. 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 Planning, Business or Public Administration, Public Policy, Law, Political Science, 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: planning, program evaluation, or data analysis, or policy development and analysis, Knowledge of:

- Project management requirements and techniques.
- Principles of research and analysis.
- Principles and practices of the various phases of modern city, regional, and State planning.
- Experience in complex data analysis.
- Experience in complex spatial analysis, including geographic information systems (GIS).
- Some understanding of GHG modeling tools and analysis.
- California geography and resources as they relate to future development.
- Current trends in Federal, State and local planning, particularly related to data and technology.
- 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.
- Proficiency in public presentations.

➤ 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 a cover letter indicating the position for which you are applying, resume, and references to:**

[jobs@sgc.ca.gov](mailto: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](http://gov.ca.gov/m_appointments.php).

Questions may be directed to [SGC.info@sgc.ca.gov](mailto:SGC.info@sgc.ca.gov).