

STATE OF CALIFORNIA

GOVERNOR'S OFFICE of PLANNING AND RESEARCH

Associate Intergovernmental Program Analyst/Exempt
Program Guidelines and Grant Support
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 assignments such as planning, program development and implementation, evaluation, research, meeting preparation, report preparation, and strategic coordination specific to the implementation of the SGC Greenhouse Gas Reduction Fund (GGRF) programs. The Assoc IPA would provide operational and logistical support to professional and management staff that enables them to accomplish priorities, outreach, and other goals.

Typical Duties

Perform as a liaison with representative workgroups; foster cohesiveness among members and facilitate collaboration and coordination between group member efforts in order to present a unified and organized program; coordinate resources and opportunities across programs and projects; establish regular group meetings and protocols for communication that create an environment of collegiality; coordinate development of projects that bring more than one functional area together. Participate in development of and manage a portfolio of assigned projects; perform research; solicit input from agencies; bring draft policy recommendations to management; provide project management support for other projects as assigned.

Recommend or independently produce relevant meeting materials for critical agenda items, and pre meeting briefings; participate in a variety of policy development and program management meetings; provide critical contributions and take responsibility for written meeting summaries which accurately reflect the technical, legal, and scientific concepts discussed; 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.

Required Skills, Knowledge, and Abilities:

➤ **Education:**

A Bachelor's degree in Business or Public Administration, Public Policy, Law, Political Science, Planning 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.
- **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, public infrastructure, natural resource conservation, and infill development.
 - Current trends in Federal, State and local planning.
 - California geography and resources as they relate to future development.
 - Various sources of funds available for aid in city or area development.
 - Project management requirements and techniques.
 - Principles of research and analysis.
 - Techniques for engendering community and stakeholder engagement.
 - Grant-making or 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.
 - 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

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.