

SOLAR FOR ALL JOB DESCRIPTION EXAMPLE FOR STATES

Associate Planner, Solar for All

This position is one of several position descriptions for jobs relating to Solar for All posted on the Clean Energy States Alliance [Solar for All webpage](#). It is not necessarily an active job description, but an example for other states to use for their own recruiting purposes.

Sacramento, California

Title: Associate Planner, Solar For All

Agency: California Governor's Office of Planning & Research, California Strategic Growth Council

Compensation

\$5,684.00 - \$7,329.00 per Month

Job Description and Duties

The Governor's Office of Planning & Research (OPR) seeks to fill a Limited-Term/Full-time Associate Governmental Program Analyst (AGPA) position in the Strategic Growth Council, Energy Investments division. The limited-term position is a 12 month appointment and may be extended to 24 months or become permanent.

Under the guidance of the Solar for All Program Lead, the Solar for All Associate Planner plays a crucial role in supporting the day-to-day operations of the SGC Solar for All program, ensuring seamless coordination with California Solar for All agency partners. The Associate Planner's role is integral to achieving the goals of the California Solar for All Program, which includes accelerating the deployment of solar+storage solutions in underserved communities, alleviating electricity bill pressures, and contributing to the state's decarbonization goals. This position requires a committed individual with an interest in renewable energy equity, exposure to project finance, design, and management, and the ability to navigate multi-agency coordination. Familiarity with the challenges and opportunities related to implementing renewable energy projects in disadvantaged communities is preferable. The Associate Planner will work closely with the Program Lead to support the Solar for All initiative's strategic direction and to contribute to the broader goals of the SGC Energy Investments portfolio. This role may also support other programs and projects within the SGC Energy Investments portfolio and support opportunities to expand the suite of programs, projects, and collaborations.

This position is eligible for telework in accordance with the OPR Telework Policy.

You will find additional information about the job in the [Duty Statement](#).

Working Conditions

The positions at OPR may be eligible for telework with in-person attendance based on the operational needs of the position under Government Code 14200 for eligible applicants residing in California, subject to the candidate meeting telework eligibility criteria set forth in the OPR Telework Policy and/or future program need.

All OPR employees must reside in California upon appointment.

- OPR is located in Sacramento, directly across from the State Capitol.
- Requires being in a stationary position, consistent with office work, for extended periods.
- Standard office environment (artificial lighting, controlled temperature, etc.).
- Daily use of personal computer, office equipment, and/or telephone.
- Occasional extended hours outside of normal working business hours may be required.
- Reasonably expected to lift, carry, push, pull, or otherwise move objects weighing up to 25 lbs.
- Occasional/overnight travel up to 15% may be required.

Minimum Requirements

You will find the Minimum Requirements in the Class Specification.

- [ASSOCIATE GOVERNMENTAL PROGRAM ANALYST](#)

Additional Documents

- [Job Application Package Checklist](#)
- [Duty Statement](#)

Position Details

- Job Code #: JC-432971
- Position #(s): 368-675-5393-901
- Working Title: Associate Planner, Solar For All
- Classification: ASSOCIATE GOVERNMENTAL PROGRAM ANALYST - \$5,684.00 - \$7,329.00

- # of Positions: 1
- Work Location: Sacramento County
- Telework: In Office
- Job Type: 12 Month Limited Term - Full Time
- Work Shift: Manager's Discretion
- Work Week: Monday - Friday

Department Information

The Strategic Growth Council (SGC) is a Cabinet-level state organization that coordinates and works collaboratively across state government and with public agencies, communities, and stakeholders to achieve sustainability, equity, economic prosperity, and quality of life for all Californians. SGC programs include Affordable Housing and Sustainable Communities (AHSC), Community Resilience Centers (CRC), Sustainable Agriculture Lands Conservation (SALC), Transformative Climate Communities (TCC), Climate Change Research (CCR), Community Assistance for Climate Equity (CACE), and Health and Equity Program (HEP) – which is part of a multi-agency Health in All Policies (HiAP) Initiative. SGC is a fast-paced, creative work environment that encourages staff to have strong collaboration skills, an ability to quickly respond to changing policy needs, and a positive attitude.

To learn more about OPR, please visit our website: <https://sgc.ca.gov/>

Special Requirements

A completed and detailed Examination/Employment Application (STD 678) must be received in the Human Resources Office or postmarked by the final filing date. Resumes, Cover Letters, Statement of Qualifications, etc. DO NOT replace the required STD 678.

Note: A Statement of Qualifications (SOQ) is required for the hiring manager's review. Applications received without an SOQ, or those that do not respond to the specific questions, will not be considered. See the Statement of Qualifications section for instructions.

All experience and education relating to the Minimum Qualifications (MQs) listed on the Classification Specification should be included in your application package to clearly demonstrate how you meet the MQs for this position. If you are using education to meet MQs, please include your transcripts with your application package. If you have a degree from outside of the United States, you must submit an evaluation of this degree to determine the US equivalency. If you need an evaluation, you can visit the National Association of Credential Evaluation Services (NACES) website to find organizations that provide these services. The Classification Specification is located on this Job Posting under "Minimum Requirements."

For experience and education to qualify during the application screening process and to ensure that MQs can be determined, you must include all employment history on the STD 678, including detailed job descriptions, hours worked per week, and start/end dates (MM/DD/YYYY).

Your application package without this information may be disqualified and/or you may experience delayed processing times and your eligibility for this position may be impacted. If it is determined that you do not meet the MQs, your name will be removed or withheld from the eligibility list, rendering your eligibility as inactive and ineligible to be hired for the position. Candidates whose names have been withheld from an eligibility list may file an appeal with the State Personnel Board.

Completed application package (STD 678 and applicable or required documents) should be submitted electronically via your CalCareers Account. Please remove any confidential information (i.e. social security number, date of birth) from your documents prior to submission. For those who must submit their application packages via the postal service, please reference the above Job Control and indicate the basis of your eligibility in the "Examination(s) or Job Title(s)" section. Do not submit the "Equal Employment Opportunity" questionnaire with STD 678. This page is for examination purposes only.

Please Note: You may need to pass an examination to establish list eligibility prior to a final offer of employment. To find and take an exam, visit CalHR's CalCareers website.

Application Instructions

Completed applications and all required documents must be received or postmarked by the Final Filing Date in order to be considered. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.

Final Filing Date: 6/12/2024

Who May Apply

Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, have list eligibility, are in the process of obtaining list eligibility, or have SROA and/or Surplus eligibility (please attach your letter, if available). SROA and Surplus candidates are given priority; therefore, individuals with other eligibility may be considered in the event no SROA or Surplus candidates apply.

Applications will be screened and only the most qualified applicants will be selected to move forward in the selection process. Applicants must meet the Minimum Qualifications stated in the Classification Specification(s).

How To Apply

Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.CalCareers.ca.gov. When submitting your application in hard copy, a completed copy of the

Application Package listing must be included. If you choose to not apply electronically, a hard copy application package may be submitted through an alternative method listed below:

Address for Mailing Application Packages

You may submit your application and any applicable or required documents to:

Governor's Office of Planning and Research

Attn: OPR Human Resources Office - RPA SGC23047

1400 10th Street

Sacramento, CA 95814

Address for Drop-Off Application Packages

You may drop off your application and any applicable or required documents at:

Governor's Office of Planning and Research

OPR Human Resources Office - RPA SGC23047

1400 10th Street

Sacramento, CA 95814

09:00 AM - 04:00 PM

Required Application Package Documents

The following items are required to be submitted with your application. Applicants who do not submit the required items timely may not be considered for this job:

- Current version of the State Examination/Employment Application STD Form 678 (when not applying electronically), or the Electronic State Employment Application through your Applicant Account at www.CalCareers.ca.gov. All Experience and Education relating to the Minimum Qualifications listed on the Classification Specification should be included to demonstrate how you meet the Minimum Qualifications for the position.
- Resume is required and must be included.
- Statement of Qualifications - Applicants must provide a Statement of Qualifications (SOQ) for the hiring manager's review. Please see the Statement of Qualifications section for instructions and the questions. Applications received without an SOQ will not be considered.

Applicants requiring reasonable accommodations for the hiring interview process must request the necessary accommodations if scheduled for a hiring interview. The request should be made at the time of contact to schedule the interview. Questions regarding reasonable accommodations may be directed to the EEO contact listed on this job posting.

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:

- Advanced degree in urban planning, geography, sociology, or related field, with evidence of research proficiency.
- Experience and knowledge of California's energy policy framework, concepts of energy equity and energy justice, and barriers to equitable energy access for disadvantaged communities, grant management.

Benefits

OPR employees are eligible for a number of benefits. Health benefits and leave programs are available for most employees. Benefit eligibility may depend on length of service and collective bargaining agreements.

Some added benefits OPR offers include:

- 11 paid holidays
- Alternate work schedules
- Flexible work hours
- Hybrid schedule
- Nearby cafes and restaurants
- Walking distance to public transit

For more details about employee benefits, visit the [California Department of Human Resources](#) website.

Contact Information

The Human Resources Contact is available to answer questions regarding the position or application process.

Human Resources Contact:
Human Resources Office
(916) 322-2318
recruitments@opr.ca.gov

Please direct requests for Reasonable Accommodations to the interview scheduler at the time the interview is being scheduled. You may direct any additional questions regarding Reasonable Accommodations or Equal Employment Opportunity for this position(s) to the Department's EEO Office.

EEO Contact:
EEO Office
(916) 322-2318
thuong.pham@opr.ca.gov

California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice) TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

Disclosure Requirements

This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete the Statement of Economic Interest (Form 700) within 30 days of appointment and once per year. Failure to comply with the Conflict of Interest Code requirements may void the appointment.

Statement of Qualifications

Application packages received without an SOQ, or those that do not respond to the specific questions below, will not be considered.

The SOQ must be typed, titled “Statement of Qualifications,” and each response must be numbered and include all relevant experience, education, and training including places of employment, dates, and duties performed. The SOQ must not exceed two pages in length and must not have font smaller than 12 point.

1. Describe your relevant policy analysis, project management, community planning, and research and/or evaluation experience related to energy, community resilience, and environmental justice.
2. Describe your outreach and community engagement experience—especially as it pertains to disadvantaged communities and tribal populations, and your roles and/or functions you perform.
3. Describe your experience analyzing program development, grants management, and/or contracts, including providing guidance and advice for grantees and/or contractors to ensure a successful implementation that includes partner feedback and consideration.

Equal Opportunity Employer

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.