

City of Grass Valley
JOB DESCRIPTION



OES/COMMUNITY RISK REDUCTION ANALYST

Department: OES/Community Risk Reduction

FLSA Status: Non-Exempt

Reports To: Department Director / Manager

Unit: 3, Full-time In Person Position

SUMMARY OF JOB PURPOSE AND DEFINITION *Class specifications are intended to describe the general nature and level of work performed by employees assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, or qualifications.*

Under the direction of the OES/Community Risk Reduction Manager, the OES/Community Risk Reduction Analyst performs entry-level professional administrative, analytical, technical, and program support duties for the City's Office of Emergency Services and Community Risk Reduction Division. The position assists with planning, coordinating, implementing, evaluating, and improving wildfire prevention, community risk reduction, vegetation management, defensible space inspection, and public education programs.

The Analyst provides professional and technical support in the administration of grant-funded programs, development of policies and procedures, performance measurement, data analysis, and interagency coordination. Responsibilities include assisting with assigned Measure B initiatives, grant administration, budget tracking, contract coordination, preparation of staff reports and presentations, program evaluation, and coordination of activities between City departments, partner agencies, contractors, and the public.

This is a professional entry-level classification, performing a variety of administrative, analytical, technical, inspection, and program support duties within established policies and procedures.. Assignments are intended to develop the knowledge and experience necessary to perform increasingly complex projects, unusual assignments, and receiving guidance from supervisory or management staff.

SUPERVISION RECEIVED AND EXERCISED

The OES/Community Risk Reduction Analyst works under general supervision within established policies and procedures. Assignments range from routine to moderately complex and may be completed independently or with guidance from the OES/Community Risk Reduction Manager, Fire Chief, City Manager, or designee.

ESSENTIAL FUNCTIONS

Defensible Space Inspection & Education

1. Conduct defensible space inspections and property assessments to identify wildfire hazards and evaluate compliance with applicable codes, ordinances, and regulations.

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2. Educate property owners and community members on defensible space, home hardening, vegetation management, fuels reduction, and wildfire preparedness practices, with biology, environmental protections and forest protocols applied.
3. Promote and support wildfire prevention initiatives, including Fire Adapted Communities, Firewise USA®, and related community risk reduction programs.
4. Maintain inspection records, compliance documentation, and defensible space inspection (DSI) data; prepare reports and supporting documentation for enforcement actions when necessary.
5. Conduct follow-up inspections, monitor corrective actions, and assist with compliance enforcement, including issuance of citations when authorized by applicable law and City policies, and following completion of required training.
6. Respond to public inquiries in person, by phone, email, and written correspondence; provide accurate information and high-quality customer service.
7. Coordinate or assist with public education campaigns, outreach programs, community events, green waste initiatives, and wildfire prevention projects.
8. Collaborate with residents, contractors, partner agencies, community organizations, and City departments to support wildfire risk reduction objectives.
9. Perform related duties and special projects as assigned.

Grant Administration

1. Assist with administration of federal, state, regional, and local grant-funded programs from award through project closeout.
2. Assist with grant budgets, reimbursement requests, invoicing, reporting requirements, grant compliance, and performance measures.
3. Research and assist in the development of new grant opportunities that support City strategic priorities.

Measure B Program Support

1. Assist with assigned Measure B wildfire prevention, vegetation management, fuels reduction, emergency preparedness, and community resilience initiatives.
2. Monitor and maintain information regarding contractor performance, project schedules, budgets, deliverables, and regulatory compliance for assigned Measure B projects, and report issues to supervisory or management staff.
3. Track program outcomes and assist in preparing periodic performance reports for City management, advisory committees, and the City Council.

Program Analysis

1. Analyze operational data and assist in identifying potential improvements to wildfire prevention and community risk reduction programs.
2. Assist in developing and updating policies, procedures, workflows, and best management practices to improve departmental efficiency.
3. Assist in preparing staff reports, presentations, Council agenda items, and technical

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reports.

Project Support

1. Assist in coordinating consultants, contractors, partner agencies, utilities, and governmental organizations involved in assigned projects.
2. Assist in tracking project schedules, milestones, and budgets, and provide status information to supervisory or management staff.

TYPICAL DUTIES/TASKS

1. Assist in implementing departmental goals, objectives, projects, and work plans.
2. Support development and improvement of departmental procedures, workflows, and operational processes.
3. Assist in tracking assigned program activities and recommend improvements to enhance effectiveness and service delivery.
4. Assist with grant administration, reporting, invoicing, and required state or federal filings.
5. Research, compile, analyze, and maintain program records, data, reports, and documentation.
6. Prepare correspondence, presentations, periodic status reports, and public-facing reports.
7. Assist in developing and distributing educational, marketing, and informational materials.
8. Assist in creating, administering, and evaluating community surveys and program performance metrics.
9. Assist and support liaison activities with City departments, community groups, contractors, consultants, and government agencies on assigned matters.
10. Establish and maintain effective working relationships with staff, stakeholders, and the public.
11. Assist with assigned Measure B wildfire prevention initiatives from planning through implementation.
12. Assist with multiple grant-funded projects simultaneously while supporting compliance with all applicable grant conditions.
13. Prepare reimbursement requests and maintain documentation supporting grant expenditures.
14. Assist in coordinating consultant contracts, scopes of work, and deliverables.
15. Analyze departmental performance metrics and assist in preparing recommendations for operational improvements.
16. Assist in developing annual work plans and monitoring progress toward departmental goals.
17. Assist in preparing City Council staff reports, presentations, resolutions, and

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budget requests.

18. Assist in developing Requests for Proposals (RFPs), Requests for Qualifications (RFQs), and related procurement processes.
19. Assist in preparing and monitoring departmental operating and capital improvement budgets.
20. Assist in coordinating public meetings, stakeholder engagement, and interagency collaboration efforts.

KNOWLEDGE, SKILLS AND ABILITIES

1. Basic principles, procedures, and methods used in the performance of customer service and basic office duties.
2. Basic mathematical principles.
3. Methods and techniques of proper phone etiquette.
4. English usage, spelling, grammar, and punctuation.
5. Business letter writing and basic report preparation.
6. Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
7. Basic principles and practices related to federal, state, and local laws, codes, and regulations applicable to assigned duties.
8. Reviewing, understanding, and implementing provisions of applicable codes, ordinances and regulations enforceable by the City.
9. Recognizing, prioritizing and accomplishing needed tasks
10. Basic principles of public administration and municipal government.
11. Basic principles and practices of grant administration and compliance requirements.
12. Basic principles of budget development and fiscal monitoring.
13. Basic project management principles and practices.
14. Basic principles of contract administration.
15. Basic principles of performance measurement and program evaluation.
16. GIS and data management systems (preferred).
17. Basic principles of public purchasing and contracting.
18. Preparation of City Council agenda reports and public presentations.

ABILITY TO

1. Plan, organize, prioritize, and complete assignments within established deadlines.
2. Learn to interpret and apply policies, procedures, codes, ordinances, and regulations.
3. Communicate clearly and professionally, both orally and in writing.

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4. Provide effective customer service and respond appropriately to inquiries and complaints.
5. Research, compile, analyze, and present information and recommendations.
6. Prepare clear, accurate, and concise reports, correspondence, and documentation.
7. Operate computers and standard office software applications.
8. Work independently on assigned tasks and collaboratively as part of a team.
9. Exercise sound judgment, professionalism, and discretion when interacting with the public and stakeholders.
10. Read and interpret maps, plans, drawings, technical documents, and related materials.
11. Establish and maintain effective working relationships with those encountered in the course of work.
12. Organize multiple assignments and competing priorities.
13. Learn to interpret grant agreements, contracts, regulations, and technical documents.
14. Analyze financial and operational data and formulate recommendations.
15. Assist in developing policies, procedures, and program improvements.
16. Assist with cross-departmental initiatives.
17. Build collaborative relationships with public agencies and community organizations.
18. Exercise sound judgment in highly visible public projects.
19. Assist in preparing professional staff reports and recommendations for executive management and elected officials.

PHYSICAL REQUIREMENTS

1. Must possess the physical ability and mobility necessary to perform the office and field duties associated with this position.
2. Must be able to sit at a confined workstation for extended periods while performing essential duties.
3. On a continuous basis, sit at a desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk, perform simple grasping and fine manipulation, use telephone and communicate through written means.
4. While performing the duties of this job the incumbent is regularly required to stand, walk, sit, drive, use hands and fingers, handle or feel, reach with hands and arms, grasp, hold, and manipulate tools and talk and hear. The incumbent is occasionally required to climb, balance, kneel, crouch, or crawl and must frequently lift and/or carry up to 20 pounds alone, and up to 40 pounds with assistance. See in the normal visual range with or without correction. Hear in the normal audio range with or without correction.
5. Field duties require the ability to walk over uneven, sloped, or unimproved terrain;

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navigate vegetation and other outdoor obstacles; and bend, stoop, kneel, crouch, or climb as necessary to conduct property assessments and defensible space inspections.

6. The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

WORKING CONDITIONS

Work is performed in both office and outdoor field environments. Field assignments may involve exposure to heat, cold, rain, wind, smoke, dust, vegetation, poison oak, insects, animals, traffic, uneven terrain, and conditions associated with vegetation management, wildfire prevention, and property inspections. The position may involve contact with members of the public during inspection or compliance-related activities, including individuals who may be upset, resistant, or confrontational.

EDUCATION AND EXPERIENCE

Education

- Associate's degree from an accredited college or university in Public Administration, Emergency Management, Fire Science, Environmental Studies, Natural Resources, Business Administration, Planning, or a closely related field.
- An equivalent combination of education and increasingly responsible experience may be considered.

Experience

- Three years of progressively responsible experience in emergency management, wildfire prevention, grant administration, public administration, project support, community development, or a closely related field.
- Experience supporting public grants, projects, inspections, or preparation of technical reports is highly desirable.

CERTIFICATES, LICENSES AND REGISTRATIONS

- Must have an acceptable driving record and possess an appropriate California Driver's License.

GENERAL

The City reserves the right to revise or change classification duties and responsibilities as

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the need arises. This description does not constitute a written or implied contract of employment.

I have read and understand the contents of this job description, and I have received a copy of this job description for my records.

Print Name: _____

Signature: _____

Date: _____

Adopted:

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