



GAVIN NEWSOM  
GOVERNOR

STATE OF CALIFORNIA  
GOVERNOR'S OFFICE OF BUSINESS AND ECONOMIC DEVELOPMENT (GO-BIZ)

**POSITION DUTY STATEMENT**

<b>Classification Title</b> Associate Governmental Program Analyst	<b>Unit</b> Community and Local Equity Grants	<b>Name</b>
<b>Working Title</b> Grant Analyst	<b>Position Number</b> 373-108/109-5393-XXX	<b>Effective Date</b>

**GENERAL STATEMENT:**

Under the general direction of a Grant Supervisor within the Community and Local Equity Grants Unit, the Associate Governmental Program Analyst will assist with the implementation of policies, procedures, and guidelines related to the administration of the grant programs managed by the Community and Local Equity Grants unit, which consists of the California Community Reinvestment Grants program and the Local Equity Grants program. The Associate Governmental Program Analyst will also review, evaluate, and make recommendations for approval of grant applications and perform grant management, accounting, and compliance duties. This position may require up to 10% travel.

**ESSENTIAL FUNCTIONS:**

<b>35%</b>	Assist Grant Supervisor develop and implement policies, procedures, and guidelines for all aspects of grant administration, including the application process, evaluation criteria, invoicing, reporting, accounting, and compliance.
<b>30%</b>	Provide technical assistance to grant applicants and stakeholders before, during, and after the grant solicitation process, review and evaluate grant applications, and make recommendations for approval of grant applications, and provide post application evaluation feedback to grant applicants.
<b>20%</b>	Track, monitor, and verify grant compliance and review invoices and reports from grantees. Generate reports relating to grantees, contracts, and invoices; assist with the development and maintenance of processes, procedures, and data systems to monitor and periodically evaluate the effectiveness of the programs funded by the Community and Local Equity Grants unit.
<b>10%</b>	Develop outreach materials and make presentations to stakeholders to explain the California Community Reinvestment Grants program and the Local Equity Grants program, including the application and evaluation processes, and grant compliance. Conduct site visits and meetings with grant recipients to review grantee progress and to provide technical assistance. Said activities may require day/overnight travel.

<b>5%</b>	Perform other job-related duties as assigned to fulfill the mission, goals, and objectives of GO-Biz.
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<b>SUPERVISION EXERCISED</b>
None.

<b>SUPERVISION RECEIVED</b>
This position reports to, and receives assignments from, a Grant Supervisor within the Community and Local Equity Grants Unit.

<b>PUBLIC AND INTERNAL CONTACTS</b>
During the course of work, the Associate Governmental Program Analyst has regular and frequent contact with state and local governmental agencies, non-profit organizations, local health departments, stakeholders and the public. These contacts require a high degree of sensitivity and awareness of the functions and interrelations of various government, private organizations, stakeholders, and the media.

<b>INITIATIVE AND INDEPENDENCE OF ACTION</b>
The incumbent is relied upon to ensure the completion of assignments without direct supervision. The ability to set and manage priorities, develop, and recommend policies for all programs, and ensure completion of work is required. This position also requires a high level of problem-solving, technical skills, perceptive judgment, independence of action, and accurate assessment of intricate situations.

<b>CONSEQUENCE OF ERROR</b>
Errors, poor judgment, and a lack of professionalism have a direct bearing on the reputation and success of the Community and Local Equity Grants unit and GO-Biz.

<b>CERTIFICATION</b>
This duty statement fairly represents actual responsibilities, duties performed and reporting relationship of the position. If any aspect of this statement is substantially changed, a new statement will be prepared and submitted to the Personnel Office.
I have read and understand the duties listed above and can perform them either with or without reasonable accommodation. Reasonable accommodation needs should be discussed with your hiring supervisor. If you are unsure whether you require reasonable accommodation, please inform your supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.

**Employee's Signature:**

<b>Associate Governmental Program Analyst</b>	<b>Date</b>

**Employee's Printed Name:**

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**Supervisor's Signature:**

<b>Grant Supervisor, Community and Local Equity Grants Unit</b>	<b>Date</b>

**Supervisor's Printed Name:**

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