



GAVIN NEWSOM
GOVERNOR

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

POSITION DUTY STATEMENT

Classification Title Management Services Technician	Unit Community and Local Equity Grants	Name
Working Title Grant Assistant	Position Number 373-108-5278-002	Effective Date

GENERAL STATEMENT:

Under the supervision of the Staff Services Manager I of the Community and Local Equity Grants Unit, the Management Services Technician is responsible for a wide range of programmatic and clerical tasks related to the grant programs administered by the Community and Local Equity Grants unit, which consists of the California Community Reinvestment Grants program and the Cannabis Equity Grants program for Local Jurisdictions. The position responsibilities will include the following:

ESSENTIAL FUNCTIONS:

%	<ul style="list-style-type: none"> • Conduct technical reviews of grant applications to confirm compliance with programmatic requirements and verify applicant eligibility, including their statuses with various federal and state departments, such as the Internal Revenue Service, the Franchise Tax Board, the California Secretary of State, and California Attorney General's Office. • Review invoices and supporting documentation for requests for payment from grantees and make recommendations and determinations if the documentation is consistent with grant program requirements. • Assist with the review and evaluation of grantee progress reports, document grantee progress and verify compliance with programmatic requirements and the terms and conditions of grant agreements. • Assist with the coordination and execution of site visits and meetings with grantees to review progress and to provide technical assistance. • Assist with the review and evaluation of the least complex grant applications, including completing evaluation forms and scoring grant applications based on programmatic criteria. • Prepare and process travel expense claims for unit staff.
%	<ul style="list-style-type: none"> • Schedule meetings and calls between unit staff (staff meetings) and various stakeholders, including job candidates, grant applicants and grant recipients.

	<ul style="list-style-type: none"> • Schedule webinars, arrange conference calls, and book in person and virtual meeting rooms. • Assist with the preparation and dissemination of various program materials, type and format memos, letters and other documents, and provide general clerical support. • Respond to inquiries as the primary Community and Local Equity Grants unit telephone receptionist and receive and respond to general unit inquiries. • Store and organize documents and files in an electronic filing system. • Ensure records are retained in accordance with applicable unit retention policies. • Update and maintain electronic listserv. • Coordinate acquisition and arrangement of employee equipment and workspace accommodations and supplies (cubicle set up, computer, phone, office equipment, and supplies, etc.) and prepare other related paperwork. • Support the compilation of various reports to internal and external stakeholders. • Complete unit staff registrations and paperwork for travel, training, and conferences. • Prepare and process travel expense claims for unit staff.
%	<ul style="list-style-type: none"> • Assist in the development and processing of grant agreements and amendments for the unit. • Process and monitor the status of various administrative documents including grant requisitions in Fi\$cal, grant invoices, and payment approval labels. • Set up interviews and prepares documents for recruitments in the unit, conducts reference checks.
MARGINAL FUNCTIONS:	
5%	Other duties as assigned

SUPERVISION EXERCISED
None

SUPERVISION RECEIVED
This position receives direct supervision from the Staff Services Manager I for the Community and Local Equity Grants unit.

PUBLIC AND INTERNAL CONTACTS
During the course of work, the incumbent 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.

INITIATIVE AND INDEPENDENCE OF ACTION
<u>Rank and File:</u> The position requires a high degree of creativity and initiative in identifying and finding solutions to non-routine problems and issues. It requires proper judgment and accurate assessment of the significance of sensitive situations and activities. It requires the accurate setting of priorities along with good time management to ensure completion of work activities within specific time frames.

CONSEQUENCE OF ERROR

Significant error, poor judgment, and lack of professionalism could result in the loss of economic growth and job creation in California.

CERTIFICATION

This position statement fairly represents the responsibilities 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 Human Resources 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 ACKNOWLEDGEMENT: *I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THIS POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT*

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

Employee Name (Printed)	Employee Signature	Date
<i>Employee's Title</i>		

SUPERVISOR'S ACKNOWLEDGEMENT: *I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH AND HAVE PROVIDED A COPY OF THIS DUTY STATEMENT TO THE EMPLOYEE NAMED ABOVE.*

Supervisor's Printed Name	Supervisor's Signature	Date
<i>Supervisor's Title</i>		