

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

CLASSIFICATION: Associate Governmental Program Analyst	POSITION NUMBER 800-021-5393-910
DIVISION/BRANCH/REGION (UNDERLINE ALL THAT APPLY) Office of Equity/Immigrant Integration Branch	BUREAU/SECTION/UNIT: (UNDERLINE ALL THAT APPLY) Refugee Programs Bureau/Special Programs Funding Unit
SUPERVISOR'S NAME Archie Cabanillas	SUPERVISOR'S CLASS Staff Services Manager I

SPECIAL REQUIREMENTS OF POSITION (CHECK ALL THAT APPLY)

- Designated under Conflict of Interest Code.
- Duties require participation in the OMV Pull Notice Program.
- Requires repetitive movement of heavy objects.
- Performs other duties requiring high physical demand. (Explain below)
- None
- Other (Explain below)

I certify that this duty statement represents an accurate description of the essential functions of this position.

SUPERVISOR'S SIGNATURE

DATE

I have read this duty statement and agree that it represents the duties I am assigned.

EMPLOYEE'S SIGNATURE

DATE

SUPERVISION EXERCISED (Check one)

None

 Supervisor Lead Person Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises.

Total number of positions for which this position is responsible:

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.

MISSION OF ORGANIZATIONAL UNIT

The Immigrant Integration Branch oversees initiatives that support the integration of immigrants in California. The Refugee Programs Bureau (RPB) supports and oversees the provision of social services to refugees and other immigrant populations and provides leadership and coordination of refugee programs and services to achieve successful refugee resettlement, self-sufficiency, and integration into communities in California. The RPB Operations Section supports all of the bureau's operations and oversees the data, funding, research, and automation efforts of RPB. The Special Programs Funding Unit provides fiscal oversight and contracting responsibility for state and federal program funding for special refugee populations.

CONCEPT OF POSITION:

Under the direction of a Staff Services Manager (SSM I), the Associate Governmental Program Analyst (AGPA) will be responsible to administer state and federal program funding for special refugee populations. This includes fund sources that are long and short-term, targeted to address an immediate need, such as housing and emergent Afghan resettlement, and/or supplemental to base funding in the program. The AGPA will assist in developing new allocation and funding methodologies, using internal and external data sources as the basis for funding allocations.

A. RESPONSIBILITIES OF POSITION

40% Contract and Grant Processing: Under direction of the unit manager, leads analysis of all special funding, including targeted and supplemental funding awarded through the federal Office of Refugee Resettlement or state budget appropriation. Leads the contracting and grant processes, procurement, county and/or grantee performance management, and invoicing and approval of payments for accounting. Collaborate with internal stakeholders to track and amend grant and contracts. Develops knowledge and expertise of state and federal funding rules regarding allowable use of funds. Provides policy analysis and technical assistance to ensure counties and contracted service providers deliver appropriate and allowable case management and direct services to participants.

30% Allocation and Expenditure Analysis: Under direction of the unit manager, serves as technical lead in the administration of grant and fund sources. Provide research and data analysis, develops methodologies for funding allocations, and recommends distribution options for consideration to meet the needs and intended outcomes for targeted program populations. Presents allocation options to management and external stakeholders. Develops allocation and policy letters for distribution to counties and contracted service providers. Tracks program expenditures and comparisons to proposed budget and allocations. Develops internal procedures to support allocations and grant/contract management and improve processes.

15% Technical Assistance and Program Monitoring Support: Participates in and/or leads technical assistance efforts to provide support to program monitoring and evaluation to ensure adherence to funding and contract requirements. Technical assistance and funding/program monitoring will be completed remotely and on-site, which may require overnight travel.

10% Budget and Work Plans: Under the direction of the unit manager, prepares analysis of the local assistance budget for all refugee program funding. Assists in developing budget proposals and work plans and making final award recommendations to upper management. Tracks and analyzes federal and state legislation and makes funding recommendations for assigned program areas.

5% Other Minor Duties: Assists the Bureau in other assignments in support of the program, such as program drills/requests, or in the development and presentation of trainings, procedures, and Bureau activities.

B. SUPERVISION RECEIVED:

The AGPA works under the direct supervision of the SSM I. The incumbent is required to utilize his/her initiative and resourcefulness in completing assignments. Progress and status reports are made periodically and the final product is reviewed for completeness and consistency within Departmental policies.

C. ADMINISTRATIVE RESPONSIBILITY:

None

D. PERSONAL CONTACTS

Contact and coordination with Departmental, intra-departmental, non-profit organizations, county agencies, and other governmental representatives is key to carrying out the work of the RPB. Contacts are made with representatives from the federal Office of Refugee Resettlement and other governmental agency representatives. Coordination also takes place with other state agencies, such as the California Department of Public Health and the Department of Health Care Services.

E. ACTIONS AND CONSEQUENCES:

The Department provides resources to assist refugees in their integration. Faulty analyses and interpretations, inaccurate or inconsistent statements, ineffective program development or inaccurate technical assistance may result in inadequate or inappropriate services; poor relationships with state, county, and federal agencies; county and/or state non-compliance with federal and state statute; or inefficient use of state, federal and local funds. If the analyst fails to carry out his/her duties appropriately, program resources and funding may be ineffectively used, and the Department may be found to be out of compliance with program requirements.

F. OTHER INFORMATION:

Ideal candidates are resourceful, communicate clearly, and apply a solutions-oriented and a collaborative perspective. Knowledge of and experience working in related fields such as refugee resettlement, human trafficking, and county social services programs is highly desirable. Proficiency in Microsoft Suite applications and various virtual platforms such as Microsoft Teams and Zoom, along with excellent writing and communication skills are essential. The AGPA may be required to travel ten percent of the time to provide technical assistance, conduct reviews, and conduct other funding-related activities. Activities involving travel will take into account health and safety guidelines related to COVID-19 restrictions. Opportunities to telework are available.