

DUTY STATEMENT



CURRENT
 PROPOSED

CIVIL SERVICE CLASSIFICATION Associate Governmental Program Analyst		WORKING TITLE Grants and Budget Analyst		
PROGRAM NAME Division of Occupational Safety and Health			UNIT NAME Administration	
ASSIGNED SPECIFIC LOCATION Oakland				POSITION NUMBER 400- 408-5393-051
BARGAINING UNIT R01	WORK WEEK GROUP 2	BILINGUAL POSITION No	CONFLICT OF INTEREST FILER Yes	BACKGROUND CHECK No

General Statement

Under the direction of the Staff Services Manager II (SSM II) in the Division of Occupational Safety and Health (DOSH), in the Department of Industrial Relations (DIR), the Associate Governmental Program Analyst (AGPA) assists the Staff Services Manager I (Specialist) (SSM I) with the development of program/grant budgets and service contracts. The incumbent is also responsible for initiating, reviewing, analyzing, developing, and implementing all facets of DOSH U.S. Department of Labor (DOL) federal grants and serves as a liaison between DOSH, DIR, and DOL to help facilitate successful grant management.

Candidates must be able to perform the following essential functions with or without reasonable accommodations.

Percentage of Time Spent	Duties <u>Essential Job Functions</u>
45%	Assist the SSM I (Specialist) with creating and revising program budgets for DOSH federal grants which includes the 23(g) State Plan, 21(d) On-Site Consultation, and Mine Safety and Health Training federal grants administered by DOL and help prepare grant applications. Research and apply knowledge of the Federal Code of Regulations applicable to the grant budget and ensure proposed grant activity complies with federal requirements. Create, manage, and analyze complex spreadsheets comprised of large amounts of data, research and apply requirements as well as guidance and exceptions issued by the U.S. Office Management and Budget to ensure planned expenditures comply with Title 2 Code of Federal Regulations. Participate in collaborations with DIR Budget and Accounting Units to ensure grant budgets are administered correctly and properly managed within the Department.
30%	Maintain an accurate database of equipment purchased with federal grant funds. Track assignment and status of computers and scientific testing equipment and consult with DIR Office of Information Services and DOSH's CALICO Laboratory

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20%	<p>to ensure custody of each piece of equipment is properly documented. Assist with reviewing and making recommendations regarding reimbursement requests from DOSH employees submitted through the California Automated Travel Expense Reimbursement System (CalATERS). Research and apply Departmental and grant policies to each request and ensure proper accounting codes are charged for items not appropriate for grant funds. Work with employees regarding their requests to ensure corrections are made to ensure federal funds are used appropriately.</p> <p>Handle the implementation and oversight of service contracts to support DOSH operations. Conduct research on service contracts and vendors, develop scope of work documents, and enter service contract requisitions into the Finance Information System for California (FI\$CAL) system. Develop budgets and justification memos for Out of State Travel requests for the SSM I (Specialist) review.</p>
Percentage of Time Spent	Marginal Job Functions
5%	Participate in special projects, attend meetings, and perform other related duties as required to fulfill the DIR-DOSH mission, goals, and objectives.



Conduct, Attendance, and Performance Expectations

The incumbent shall possess the general qualifications of the position and be able to perform their duties with integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, professionalism, and the ability to work cooperatively with others. This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) and with tact in dealing with the public and/or other employees; maintain confidentiality at all times; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to civil service laws, departmental and division rules, policies and procedures. The incumbent is expected to consistently exercise a high degree of initiative, independence, and originality in performing assigned tasks. The incumbent regularly requires detailed and sensitive public contact and/or independent origination of correspondence involving the knowledge and application of detailed regulations, policies, and procedures.

Supervision Received

The incumbent is under the direction of and receives their assignments from the Staff Services Manager II. The incumbent may also receive assignments from the Staff Services Manager I (Specialist).

Supervision Exercised

None

Work Environment, Special Requirements/Other Information, Physical Abilities, Additional Requirements/Expectations, and Personal Contacts

Work Environment

The incumbent works in a high-rise building with natural and artificial light and temperature controls and occupies a cubicle workspace. The incumbent is required to work extensively on the computer as necessary for email communication, accessing software platforms, conducting research, drafting documents, and other purposes.

Special Requirements/Other Information

The incumbent is expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they encounter during work hours, during work-related activities, and anytime they represent the Division. All employees are responsible for promoting a safe and secure work environment, free from discrimination, harassment, inappropriate conduct, or retaliation.

Physical Abilities

Ability to use office equipment such as computers, multi-function printers, and telephones for long periods of time. Ability to organize and move files up to 15 lbs.

Additional Requirements/Expectations



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The incumbent is expected to communicate effectively with team members and program leaders and foster a culture that supports the mission and vision of the division and department. The incumbent must demonstrate the ability to establish and maintain cooperative working relationships with staff at all levels, both within and outside of DIR. The incumbent must also demonstrate the ability to use the internet, email, desktop applications, and presentation software to complete assignments. Some travel may be required to attend meetings and training.

Personal Contacts

The incumbent will routinely interact with division management and program leaders as it relates to grants, fleet, and contracts. The incumbent also has contact with other DIR units, other government agencies, and the public.

Employee Acknowledgment

I have read and understand the duties listed above and certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform these assigned duties as described above with or without reasonable accommodation. If you believe a reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for a reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Diversity and Inclusion Office.

Employee Name	Employee Signature	Date
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Supervisor Acknowledgment

I certify this duty statement represents a current and accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee with a copy of this duty statement.

Supervisor Name	Supervisor Signature	Date
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HUMAN RESOURCES OFFICE APPROVAL

RL	5/13/2024
C&P Analyst Initials	Approval Date