

DUTY STATEMENT

Employee Name:	Position Number: 580-011-5393-909
Classification: Associate Governmental Program Analyst	Tenure/Time Base: Permanent / Full-time
Working Title: Grants Analyst	Work Location: 1616 Capitol Ave., Sacramento 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes/Hybrid
Center/Office/Division: Office of Policy and Planning	Branch/Section/Unit: Organizational Capacity Branch Grants Management and Development Section

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, 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) in dealing with the public and/or other employees; 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 departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resources' Job Descriptions webpage](#).

Job Summary

The Associate Governmental Program Analyst (AGPA), Grants Analyst is responsible for managing and leading the more complex and difficult activities related to the development and implementation of grant projects and providing support to the Grants Management and Development Section Chief. The Grants Analyst works collaboratively with multi-disciplinary teams including executives, external stakeholders, and consultants, and functions as a highly skilled, technical program expert that is capable of independently managing large, complex enterprise-wide initiatives from inception through operation. The Grants Analyst will work closely with administrative, program, and research staff on fiscal inquires with CDPH Accounting and Budget offices, and control agencies on the Budget Estimate, Budget Change Proposals (BCPs), and Federal Funding drills. The incumbent is responsible for development and analysis of monthly budget projections which includes analysis of budget line items.

This position supports the California Department of Public Health (CDPH) Mission and Strategic Plan to advance the health and well-being of California's diverse people and communities by

demonstrating responsible financial stewardship while also maintaining a proactive culture of continuous improvement and promoting health equity through the work of the OPP, Grants Management and Development Section.

The mission of the Office of Policy and Planning (OPP) is to advance transformative policy and systems change that will promote state and community health improvement through prevention, equity, and collective action. The OPP promotes public health policy priorities and supports CDPH capabilities for community health improvement, policy development, research and analysis, integrated planning, decision intelligence, lean transformation, and grants management.

Under the direction of the Staff Services Manager II, Grants Management and Development Section Chief, the Grants Analyst will work independently, within a team, and collaborate to ensure that OPP grants comply with established grant policies, procedures, and reporting requirements and will ensure that OPP is resourcing and managing existing and future funding as efficiently as possible to improve the Department's ability to continuously improve program services.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: In- and Out-of-State travel up to 5% may be required.
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

- 30% **Grant Administration:** Provides day-to-day tracking, monitoring, reporting, compliance, technical assistance, and consultation to administer grants and other funding to local, state, federal, tribal, and nonprofit organizations for various public health initiatives. Participates in the preparation of grant applications including communicating requirements and timelines to management, supporting programmatic planning, and submitting documentation through various grants application and management platforms. Prepares and administers grants, contracts and other agreements with recipients, and internal and external stakeholders. Works with grant recipients and stakeholders to meet and report on grant deliverables and requirements. Highlights and communicates substantial milestones and project goals to OPP leadership and staff. Provides excellent communication with contractors, program partners and OPP leadership regarding state and federal legal requirements and regulations, budget and accounting procedures, contract provisions, prospective payments, cost reports, and general fiscal management related to grant funding. Performs complex analytical functions and computations to calculate expenditure estimates. Researches and analyzes federal and state regulations; conducts and/or reviews analytical reports and data; formulates procedures, policies, and grant program alternatives; makes recommendations; reviews and analyzes and advises management on the impact or potential impact as it relates to grants development, management and/or administration.
- 30% **Budgeting and Accounting:** Analyze complex fiscal data, forecasts available funding, tracks reimbursements and expenditures, compares source documents received from CDPH CDOs, local agencies, and vendors. Identifies significant trends, and independently evaluates and maintains internal controls to prepare accurate and timely financial reports.

Identifies inconsistencies or errors in the reports and consults with CDPH Accounting staff to make corrections. Reconciles fiscal data monthly using various spreadsheets and reports to ensure accurate and timely posting for month-end closing. Monitors and reviews financial reports to ensure that outstanding accounting entries are addressed and resolved promptly. Analyzes a variety of accounting data to provide accurate financial information; provides expenditure, reimbursement, and available funding estimates; and advises management of projected vs. budgeted expenditures. Forecasts, determines, and manages budgets to support financial operations; analyzes and provides fiscal data to Accounting Analysts to assist in preparing the annual budget. Reconciles OPP accounting records of various sub-modules within the Financial Information System of California. Independently monitors funds on the rebate balances and budget authority. Monitors Budget Utilization and Development System (BUDS) documents. Monitors Local Health Jurisdiction (LHJ) budgets and expenditures as needed. Confirms and reconciles state supported expenditures. Timely escalates issues with recommendations for management decision making. Works with CDPH administrative units including Fiscal Management Branch (FMB), Contracts Management Unit (CMU), Office of Legal Services, Accounting Office, Budget Office, Information Technology Services Division (ITSD), and Internal Audits to support the needs of the Grant Management and Development Section. Supports and conducts various budget and accounting compliance functions, including audits, subrecipient verification, and random budget and drill reporting in collaboration with internal and external CDPH partners. Develops and analyzes monthly budget projections, including analysis of budget line items. Gathers and analyzes spending to perform monthly FISCAL Reporting reconciliations. Prepares reporting methods that include identification of trends for expenditures for both current month, current year, and prior years.

- 25% **Progress Reporting and Tracking:** Leads the completion of a variety of complex fiscal drills, inquiries, grant reporting requirements, compliance, or special projects in a timely manner by developing, creating, and editing reports and spreadsheets, and composing correspondence when needed. Develops and improves processes to gather and coordinate required and requested progress reporting to meet guidelines and reporting requirements established by funding agencies and partners. Leads the development and monitoring progress reports, continuation applications, proposals, work plans, budget expenditures, budget revisions, grant extensions, timelines, milestones, and project deliverables as required by the State, federal and other funders. Interfaces with funders and program staff to align grant activity progress, work plan development, and fiscal plans. Aligns grants work plan and fiscal budgets allocations to ensure compliance in funding and makes recommendations regarding how to maximize our funding resources. Responds to requests made to the Grants Management and Development Section. Independently performs complex technical professional analytical duties related to the establishment, maintenance, and reporting of grants, contracts, state operations funding, and other funding as requested and prioritized by CDPH. Determines financial processes, process improvements, and ways of using data.
- 10% **Collaboration:** Collaborates with OPP administrative, program, and research staff to coordinate responses to control agencies (e.g., budget office, State Auditor). Analyzes funding sources, forecasts, and provide projections to management. Works with CDPH accounting managers on year-end drills. Independently plans and performs follow-up actions within the appropriate scope of responsibility, allowing adequate time for management review. Works closely with OPP staff to identify contract needs, selects appropriate programmatic partners to ensure scopes of work development and completion, and ensures procurement and contract structures are an appropriate fit for

achieving OPP program goals. Performs special projects, which may include supporting the development and communication of grants process improvements, and performing updates to administrative manuals, training modules, and/or other procedural or administrative processes. Provides cross-collaborative support for interdisciplinary engagement in OPP operational activities.

Marginal Functions (including percentage of time)

5% Other AGPA job-related duties as assigned.

<input type="checkbox"/> I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.		<input type="checkbox"/> I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)	
Supervisor's Name:		Employee's Name:	
Supervisor's Signature	Date	Employee's Signature	Date

HRD Use Only:

Approved By:

Date:

DUTY STATEMENT

Employee Name:	Position Number: 580-011-5157-xxx
Classification: Staff Services Analyst	Tenure/Time Base: Permanent / Full-time
Working Title: Grants Analyst	Work Location: 1616 Capitol Ave., Sacramento 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes/Hybrid
Center/Office/Division: Office of Policy and Planning	Branch/Section/Unit: Organizational Capacity Branch Grants Management and Development Section

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, 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) in dealing with the public and/or other employees; 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 departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resources' Job Descriptions webpage](#).

Job Summary

The Staff Services Analyst (SSA), Grants Analyst is responsible for managing and leading the more complex and difficult activities related to the development and implementation of grant projects and providing support to the Grants Management and Development Section Chief. The Grants Analyst works collaboratively with multi-disciplinary teams including executives, external stakeholders, and consultants, and functions as a highly skilled, technical program expert that is capable of independently managing large, complex enterprise-wide initiatives from inception through operation. The Grants Analyst will work closely with administrative, program, and research staff on fiscal inquires with CDPH Accounting and Budget offices, and control agencies on the Budget Estimate, Budget Change Proposals (BCPs), and Federal Funding drills. The incumbent is responsible for

development and analysis of monthly budget projections which includes analysis of budget line items.

This position supports the California Department of Public Health (CDPH) Mission and Strategic Plan to advance the health and well-being of California's diverse people and communities by demonstrating responsible financial stewardship while also maintaining a proactive culture of continuous improvement and promoting health equity through the work of the OPP, Grants Management and Development Section.

The mission of the Office of Policy and Planning (OPP) is to advance transformative policy and systems change that will promote state and community health improvement through prevention, equity, and collective action. The OPP promotes public health policy priorities and supports CDPH capabilities for community health improvement, policy development, research and analysis, integrated planning, decision intelligence, lean transformation, and grants management.

Under the direction of the Staff Services Manager II, Grants Management and Development Section Chief, the Grants Analyst will work independently, within a team, and collaborate to ensure that OPP grants comply with established grant policies, procedures, and reporting requirements and will ensure that OPP is resourcing and managing existing and future funding as efficiently as possible to improve the Department's ability to continuously improve program services.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: In- and Out-of-State travel up to 5% may be required.
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

35% **Grant Administration:** Participates in the preparation of grant applications including communicating requirements and timelines to management, supporting programmatic planning, and submitting documentation through various grants application and management platforms. Prepares and administers grants and other agreements with grant recipients, and internal and external stakeholders. Works with grant recipients and stakeholders throughout the duration of the project(s) to meet deliverables, and requirements identified in the grant. Supports OPP staff and management to highlight substantial milestones and project goals. Participates in and supports close-out procedures to ensure compliance. Participates in and supports the development of processes for tracking, reporting, and compliance. Ensures excellent communication with contractors, program partners and OPP Management and Leadership on state and federal legal requirements and regulation, budget and accounting procedures, contract provisions, prospective payments, cost reports, and general fiscal management related to grant and state funding. Provides technical assistance, consultation and/or evaluation analyses to local, state, federal, tribal, and nonprofit organizations for various public health initiatives. Assists in the review and preparation of grant proposals and reports, recommending policy and procedure changes. Supports the fiscal and administrative requirements of different OPP programs state and federal funds. Participates in grant,

budget, and administrative meetings.

- 25% **Budgeting and Accounting:** Reviews and analyzes invoices and expense reports and maintain fiscal records according to current CDPH and Department of General Services established fiscal procedures. Supports the coordination of budget revisions with contractors and OPP program leads. Compiles, calculates, reconciles, interprets, and analyzes data and other materials to support successful grants management and administration. Follows CDPH established practices and supports the continuing development of processes for grants administration including quality/performance improvement by developing creative solutions, providing recommendations, and developing and revising procedures. Works with CDPH administrative units including Fiscal Management Branch (FMB), Contracts Management Unit (CMU), Office of Legal Services, Accounting Office, Budget Office, Information Technology Services Division (ITSD), and Internal Audits to support the needs of the Grants Management and Development Section. Supports and conducts various budget and accounting compliance functions, including audits, subrecipient verification, and random budget and drill reporting in collaboration with internal and external CDPH partners. Assignments include but are not limited to: Yearly Accounting and Budget drills, Budget Change Concepts, Budget Change Proposals, time and effort reporting, staffing drills, and position reconciliation.
- 25% **Progress Reporting and Tracking:** Supports the completion of a variety of complex fiscal drills, inquiries, grant reporting requirements, compliance, or special projects in a timely manner by developing, creating, and editing reports and spreadsheets, and composing correspondence when needed. Supports the research, development, and implementation of protocols based on funding program regulations, legislation, and policies to comply with state and federal program oversight requirements. Attends and participates in meetings with internal and external stakeholders and workgroups. Confers with OPP program leads and managerial staff on related drills or special projects. Provides technical consultation and support in state and federal requirements and regulations, and budget and accounting procedures. Serves as technical advisor on state administrative policies, budgeting, and fiscal projections. Works closely with program administrative staff to track and monitor budget expenditures for different grant funded programs. Supports the development and/or monitoring of progress reports, continuation applications, proposals, work plans, budget expenditures, budget revisions, grant extensions, timelines, milestones, and project deliverables as required by the state, federal, and other funders. Maintains and tracks fiscal records by using Excel, Access, other accounting software and databases. Acts as one of the OPP Grants Liaisons and representatives to internal and external stakeholders. Attends meetings and trainings to stay abreast of CDPH's new and current guidelines, policies, and procedures.
- 10% **Collaboration:** Collaborates with OPP staff to identify, initiate, prepare, and seek approval for all grant documents, grant funded solicitation documents, and invoices. Works closely with OPP staff to identify contract needs, select appropriate programmatic partners to ensure scopes of work and procurement and contract structures are an appropriate fit for achieving OPP program goals. Performs special projects, which may include supporting the development and communication of grants process improvements and performing updates to administrative manuals, training modules, and/or other procedural or administrative processes. Provides cross-collaborative support for interdisciplinary engagement in OPP operational activities.

Marginal Functions (including percentage of time)

- 5% Other SSA job-related duties as assigned.

<input type="checkbox"/> I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.		<input type="checkbox"/> I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)	
Supervisor's Name:		Employee's Name:	
Supervisor's Signature	Date	Employee's Signature	Date

HRD Use Only:

Approved By: LaJuana Thompson

Date: 6/21/2024