



DUTY STATEMENT

POSITION INFORMATION

Classification Title	Associate Governmental Program Analyst
Position Number	415-001-5393-903
CB Identifier	R01
Working Title	Capacity-Building Projects and Grants Coordinator
Division / Unit	Policy & Outreach / Partnerships & Community Support
Incumbent Name	
Working Location	Auburn, CA
Supervisor/Manager	Alex Vance, Partnerships & Community Support Manager
Tenure	Limited Term, Full-time
Effective Date	
Conflict of Interest Filing (Form 700) required for this position.	No
Telework Eligible	Yes

**All employees are expected to work cooperatively with others;
 maintain regular, consistent, and predictable attendance;
 and possess integrity, initiative, dependability, and good judgement.**

GENERAL DESCRIPTION

Under direction of the Partnerships & Community Support Manager in the Sierra Nevada Conservancy (SNC), the Associate Governmental Program Analyst (AGPA) serves as the Department’s Capacity-Building Projects and Grants Coordinator for the Partnerships & Community Support (PCS) Team, performing more responsible and complex assignments including program and project development and management for grant and reimbursable funding. The assigned office for this position is in Auburn, CA. The position requires occasional travel throughout the Sierra Nevada Region.

JOB FUNCTIONS

(E=Essential / M=Marginal Functions)

35% (E) – Program and Project Development for Grant and Reimbursable Funding

Works closely with SNC staff and partners to design and implement programs and projects consistent with the goals and requirements of grant and reimbursable funding for PCS Team-led capacity-building programs such as the Regional Forest and Fire Capacity Program (RFFCP).

- Recommends goals, objectives, and processes for the SNC’s implementation of the reimbursable grant program and ensures compliance with the grantor’s guidelines.
- Assesses needs and opportunities in the Region and identifies projects and programs compatible with PCS Team-led grant programs or technical assistance services.



- Facilitates grant application cycles or processes associated with PCS Team-led capacity building programs.
- Helps solicit, develop, evaluate, and modify project proposals and plans submitted by local, state, federal, tribal, and nonprofit organizations, or originated by the SNC itself.
- Analyzes project and planning applications for technical accuracy, adequacy of project justification, and compliance with program criteria.
- Creates processes, tools, forms, templates, and workflows for grant management from execution through closeout.
- Works with other SNC staff to ensure applicant has the appropriate California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) documentation and provide recommendations for project approval.

35% (E) – Management of Grant and Reimbursable Funding

Independently prepares and oversees implementation of grant and other agreements with grant recipients, contractors and other SNC partners, including special terms and conditions as needed. May also be asked to provide grant management support to other project leads on the PCS Team.

- Addresses cross-organizational needs related to grant and reimbursement projects, including data consolidation and analysis, communications, and program reporting.
- Works with grantees throughout the duration of the project to meet deliverables.
- Recommends payments for projects after evaluating project status and billing support documentation to ensure all program criteria necessary to receive progress payments have been met.
- Acts as point of contact for grantees during all project phases, participates in grant close-out processes, and assists with issues related to grant administration.
- Maintains accurate records and file documentation in accordance with grant guidelines and ensures grant file financials are in audit compliance
- Processes agreements, amendments, invoices, and closeouts, and routes them through the organization to secure required signature approvals, and prepares invoices for submission to accounting.
- Advises the grants team and/or budget office (and project lead if in grant management support role) regarding grant agreement issues including grant budgets, expiration dates, estimated expenditures, advances, and amendments.
- Maintains digital records and the SharePoint site established for the program.

15% (E) – Partnership and Community Support

Functions as an in-house subject-matter expert in multiple resource-related areas under Partnerships & Community Support.

- Assesses organizational capacity of SNC partners in the Sierra Nevada Region and connects them to resources, trainings, grants, and other capacity-building resources.
- Provides frequent one-on-one or group-based technical assistance to SNC partners and grantees in areas such as grants administration (including how to prepare and



submit accurate advance requests and invoices), organizational development, and partnership development.

- Informs the development and implementation of Region-wide programs, projects, and communications, particularly in the area of capacity building as it relates to forest and watershed health, resilient Sierra Nevada communities, conservation of strategic lands, and recreation and tourism.
- Makes recommendations regarding the design and implementation services for capacity building programs.
- Supports planning, facilitation, internal and external coordination and liaison services.
- Maintains positive working relationships with partners throughout the Region.

10% (E) – Cross-Departmental Coordination and Collaboration

Connects the work of the Partnerships & Community Support Team with on-the-ground realities and opportunities in the Sierra Nevada Region.

- Communicates with SNC staff, funders and partners to identify and effectively and compellingly communicate progress on capacity building programs such as the RFFCP, as it is implemented across the Sierra Nevada Region.
- Informs the work of the PCS Team in on-the-ground realities and opportunities in the SNC Subregions by cross walking the activities of the PCS Team with those of the Area Representatives and other SNC staff, including but not limited to capacity development needs and opportunities.
- Contributes to the PCS, Policy & Outreach, and Field Operations teams in the development and dissemination of materials, progress reports and updates to SNC staff and Governing Board, as well as for communications with external partners.

5% (M) – Miscellaneous Activities

Responds to general calls and emails, attends and presents at staff and quarterly Governing Board meetings, complies with administrative reporting requirements (e.g., completion of timesheets, travel expense claims, training requests, individual development plans), participates in required trainings.

SUPERVISION RECEIVED

The AGPA is supervised by the Partnerships & Community Support Manager (SSMI) but may receive assignments from other members of the Management team.

SUPERVISION EXERCISED

None.

ATTENDANCE

Must maintain regular and acceptable attendance at such level as is determined at SNC's sole discretion. Must be regularly available and willing to work the hours SNC determines are necessary or desirable to meet its business needs. Must travel to Headquarters and/or SNC field offices as required. Regular and consistent attendance is critical to the successful performance of this position due to the workload and time-sensitive nature of the work. Must be regularly available and willing to work the hours



SNC determines are necessary or desirable to meet its business needs as is determined at SNC's sole discretion. Must travel to SNC field offices as well as to meet with partner organizations throughout the Sierra Nevada Region as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES (from Class Specifications)

Knowledge of: Principles, practices, and trends of public and business administration, management, and supportive services such as management analysis; government functions; and organization.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate the work of others, act as a team or conference leader; review and edit written reports; develop and effectively utilize all available resources, and appear before legislative and other committees.

OTHER INFORMATION

Incumbent must possess patience and good communication skills; use good judgment in decision making; exercise creativity and flexibility in problem identification and resolution; manage time and resources effectively; be able to act independently; be open-minded, flexible, tactful; be good with people; and be responsive to SNC management needs.

WORK ENVIRONMENT

The duties of this position are performed primarily indoors. The incumbent's workstation is equipped with standard or ergonomic office equipment, as appropriate. Prolonged sitting, use of telephone, personal computer, and copier are required. The position requires occasional travel throughout the Sierra Nevada Region. Travel to area sites and meetings with partners will require driving or riding in vehicles and may result in walking on uneven terrain and/or working in inclement weather conditions. Incumbent must work well under pressure, meeting multiple and sometimes conflicting deadlines. Occasional lifting, carrying, and/or moving up to 25 pounds may be required.

TELEWORK ELIGIBILITY AND EXPECTATIONS

This position is eligible for telework. Any approved alternate work location and specific working schedule must be documented on the SNC Telework Agreement (STD 200). All telework agreements are developed under and subject to the conditions and criteria established in the SNC Telework Program Policy (HR-02).

All SNC positions may be subject to 100 percent teleworking if ordered under emergency circumstances, which may be issued or rescinded without notice.

EQUAL EMPLOYMENT OPPORTUNITY (EEO) STATEMENT

All SNC employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work-related activities, and anytime they represent the Department.



Additionally, all SNC employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, and retaliation.

Duties of this position are subject to change and may be revised as needed or required.

EMPLOYEE ACKNOWLEDGEMENT

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodations are 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 Human Resources.)

Employee Printed Name _____

Employee Signature _____

SUPERVISOR 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 Printed Name _____

Supervisor Signature _____