

DUTY STATEMENT

DGS OHR 907 (Rev. 09/2022)

 Current Proposed

RPA NUMBER 24312	DGS OFFICE or CLIENT AGENCY California Arts Council	
UNIT NAME Programs	REPORTING LOCATION 2750 Gateway Oaks Drive, #300, Sacramento, CA 95833	
SCHEDULE (DAYS / HOURS) Mon-Fri; 8:00 am - 5:00 pm	POSITION NUMBER 352-310-5393-006	CBID R01
CLASS TITLE Associate Governmental Program Analyst	WORKING TITLE Arts Program Specialist - Telework Option	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

CORE VALUES / MISSION Rank and File Supervisor Specialist Office of Administrative Hearings Client Agency

The California Arts Council's (CAC) mission is advancing California through the arts and creativity. The four goals of the agency include 1) Building public will and resources for the arts- ensure strong support for the arts statewide among the public, elected officials, and decision makers; 2) Diversity, access and partnerships- Ensure the CAC's work is reflective of California's diverse populations and accessible to all; 3) Thought leadership- Establish the CAC as a leading authority and champion for the arts in California, regionally, and nationally; 4) Programs and services- Ensure programmatic excellence, effectiveness, and relevance in all of the CAC's programs and services. CAC believes that Californians can thrive from public support for creativity and the arts. Our agency mission, goals and objectives are intended to ensure that the arts are recognized, celebrated, and supported in communities across the state.

The California Arts Council's recognizes that its employees are its most important asset. CAC employees are the vital link that ensures its vision, mission and values are fully realized. To that end, the CAC strives to ensure that its workforce is drawn from the broadest segments of society and reflects the diversity of California.

POSITION CONCEPT

Under the direction of the Staff Services Manager I, the Associate Governmental Program Analyst (AGPA) in the Local Assistance Programs Unit independently performs the more complex and technical analytical work such as developing arts grant program guidelines, contract services, data research, summary reports, and internal process documents.

SPECIAL REQUIREMENTS Conflict of Interest Medical Evaluation Background Evaluation Background Evaluation FTB Office Technician (Typing)

Conflict of Interest

This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment.

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
35%	Provides analytical and technical review of CAC grant making and service contract processes by implementing grant/contract program policy, assessing and developing grant/contract program requirements, guidelines, application and Requests for Proposals, questions and procedures, coordinating grant/contract panels, conducting the facilitation and adjudication processes, processing grant contracts, including edits and compliance/monitoring processes, conducting research on arts grant/contract making procedures/requirements trends, to ensure best practices as a state arts agency in order to make recommendations to management on arts grant making, utilizing grant policies and procedures, the Grant Management System (GMS), grant information located in the agency's website, and Microsoft programs.
30%	Organizes and facilitates strategic outreach and engagement activities with key stakeholders and communities throughout California in order to increase awareness of funding opportunities and

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	decrease barriers to accessing available grants and contracts by conducting outreach activities, developing engagement strategies, scheduling workshops and webinars, developing training tutorials, holding town hall meetings/listening sessions, and providing technical expertise to ensure all of California's diverse populations have access on all aspects of CAC programs utilizing various Microsoft programs, Outlook and Teams/Zoom platforms.
20%	Implements policies and directives of the Council by researching and analyzing relevant data sources, preparing issue papers/reports on policies and other structural influences affecting arts and trends in arts funding, preparing and monitoring grant program progress, and communicating with grantees and stakeholders, in order to advise and make recommendations to management on effective strategies and program improvement, to ensure timely identification and resolution of risks and issues, using existing assessment and evaluation instruments, agency manuals, and GMS.
5%	Serves as agency representative at local, statewide, and national meetings and at strategic or leadership conferences in order to support the agency's mission, vision, and goals by identifying recent trends, developing and coordinating agency sponsored events, and making presentations to ensure local, state and out of state agencies are informed of progresses and best practices in the arts sector.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Acts as lead staff and coordinates assignments of volunteers in order to meet the agency's mission. Participates as part of a team in the development and coordination of agency events and activities in order to promote the arts in the state.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

This position is eligible for telework in accordance with the Statewide Telework Policy, and will be required to report to the office as needed/required. The successful candidate must reside in California upon appointment.

- May be required to transport documents/material with use of a handcart.
- Work effectively in standard office configuration, executive offices and cubicles.
- Work effectively in distributed team (working from home) and reporting to the office as needed/required.

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

I have discussed with my supervisor and understand the duties of the position and have received a copy of the duty statement.

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED

I have discussed the duties of the position with the employee and certify the duty statement is an accurate description of the essential functions of the position.

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED