

STATE OF CALIFORNIA – CALIFORNIA STATE LIBRARY

DUTY STATEMENT

Current Proposed

POSITION INFORMATION	
Approval Date:	Effective Date:
Position Control Number:	Position Number: 175-201-5393-946
Bureau/Section: Library Development Services	Classification: Associate Governmental Program Analyst (Limited term)
Specific Location Assigned: Sacramento	Working Title: Grants Analyst (Limited term)
Working Hours/Scheduled to be Worked: 8 a.m. – 5 p.m., Monday - Friday	Incumbent:

CONFLICT OF INTEREST

Conflict of Interest Filing (Form 700) required Not Applicable

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 and once per year.

Failure to comply with the Conflict of Interest Code requirements may void the appointment.

DEPARTMENT STATEMENT

YOU ARE A VALUED MEMBER OF THE CALIFORNIA STATE LIBRARY’S (STATE LIBRARY) TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE STATE LIBRARY 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.

DUTIES AND RESPONSIBILITIES OF THE POSITION

Job Description: Under the direction of the Library Development Services (LDS) Staff Services Manager I, the incumbent performs the more responsible and complex analytical tasks necessary for cost effective implementation and monitoring of all components of assigned local assistance and grant programs.

The incumbent is responsible for conducting all operational phases of assigned local assistance and grant programs, from preparation of application materials and announcement of application period, to application review, to post-project evaluation and reporting, and all aspects of compliance with applicable state and federal rules, laws, and regulations.

Duties include, but are not limited to, the following:

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PERCENTAGE OF DUTIES	ESSENTIAL FUNCTIONS
35%	<p>Pre-Grant Award Process Coordination</p> <ul style="list-style-type: none"> • Independently prepares for grant cycles by providing lead responsibilities in the planning, development, and distribution of grant materials, timelines, and website updates. • Maintains compliance with all rules, regulations, and applicable laws throughout the entire grant cycle. • Independently receives and performs preliminary compliance review of all submitted applications for funds, including identification of potentially unallowable costs. • Independently establishes and maintains control over all grant application documents. • Coordinates grant application reviews and monitors grant application review processes. • Responsible for development of narrative and statistical summaries and analyses of grant application team reviews. • Oversees and implements the process to prepare and disseminate letters for funded and non-funded applicants in coordination with the State Library Budget Office. • Communicates with prospective applicants and successful and unsuccessful applicants.
35%	<p>Grants Management</p> <ul style="list-style-type: none"> • Independently responsible for implementation and oversight of all procedures and processes established in conjunction with the Bureau Chief, Assistant Bureau Chief, and Staff Services Manager I to maintain effective, ongoing monitoring, fiscal control, and progress appraisal of assigned local assistance and grants programs in consultation with the State Library Budget Office. • Independently responsible for maintenance of files and records of narrative and fiscal reports received from grant recipients. Ensures follow-up on delinquent reports, inventory of equipment, and compliance details in consultation with the Budget Office. • Maintains a calendar of grant opportunities and prepares content for the website related to assigned grants, ensuring that documentation meets all web-accessibility compliance requirements. • Reviews, processes, and monitors data and expenditures for various grant programs and provides the oversight necessary to ensure proper reporting. • Develops online reporting to and from the field to meet the needs of the Local Assistance Programs and the State Library.

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	<ul style="list-style-type: none"> Provides technical assistance to and solves problems for local agencies to ensure their compliance with the appropriate rules and regulations.
25%	<p>Post Grant Support and Public Awareness Support</p> <ul style="list-style-type: none"> Prepares agendas, mailings, analytic studies for the program. Schedules and prepares documentation in support of meetings with stakeholders. Prepares reports on the progress of assigned local assistance and grants programs as required. May perform site visits or travel to training locations. Responsible for the gathering of information regarding grant programs as requested by funding agencies. Reviews, analyzes, and prepares data for inclusion into annual and other required program reports, and online. Assists with the preparation of training manuals and training workshops in conceiving and writing competitive grant applications and participating in funding opportunities. Develops training logistics for the announcement of each new grant cycle, including all materials for staff and field participation. Provides direct assistance in development of public awareness activities, including the drafting of synopses of grant projects to be issued in press releases and via other media channels. Develops publications about the assigned grant programs in cooperation with the State Library.
PERCENTAGE OF DUTIES	MARGINAL FUNCTIONS
5%	<p>Marginal Functions Performs other staff assignments as required and appropriate.</p>
WORKING ENVIRONMENT	
Supervision Received: The Associate Governmental Program Analyst (AGPA) reports directly to the Staff Services Manager I.	
Supervision Exercised: None	
Administrative Responsibility: None	
Personal Contacts: The Associate Governmental Programs Analyst has daily contact with the Bureau Chief, Grants and Bureau Operations Managers, and other employees of the Library Development Services Bureau. Frequent contact with public libraries, grantee organizations, and members of the public, and with local assistance employees in Fiscal Services. Regular contact with the Deputy State Librarian and occasional contact with the State Librarian.	
Actions and Consequences: Failure to perform effectively the duties of the position could result in substandard decision-making, waste of state resources	

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and inefficiency. The image and functioning of the library could be damaged, leading to negative publicity and potential loss of programmatic support. Failure to effectively perform the duties of the position could result in denying or retracting funding for grants, departmental inefficiency, and could have severe consequences.

Functional Requirements: The incumbent works remotely or an office setting, with artificial light and temperature control. Daily access to and use of a personal computer and telephone is essential. Sitting and standing requirements are consistent with office work. Computer work is typically substantial (6-7 hours per day). Travel by all modes of transportation may be required in this position (5%).

Other Information: Advocates for and incorporates Digital First initiatives in projects; Guided by the principles of excellent customer service and in alignment with Digital First initiatives, provides services to state employees, members of the public, and to other libraries via in-person, telephone, email, and other online transactions.

SUPERVISOR CERTIFICATION AND SIGNATURE

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.

I CERTIFY THAT THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH AND HAVE PROVIDED A COPY OF THIS DUTY STATEMENT TO THE EMPLOYEE NAMED ABOVE.

Supervisor Name (Print)	Supervisor Signature	Date:
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EMPLOYEE STATEMENT AND SIGNATURE

EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT AND I 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 THE ASSIGNED DUTIES AS DESCRIBED ABOVE WITH OR WITHOUT REASONABLE ACCOMODATION. (IF YOU BELIEVE REASONABLE ACCOMMODATION IS NECESSARY, DISCUSS YOUR CONCERNS WITH YOUR SUPERVISOR. IF UNSURE OF A NEED FOR REASONABLE ACCOMMODATION, INFORM YOUR SUPERVISOR WHO WILL DISCUSS YOUR CONCERNS WITH THE HEALTH AND SAFETY OFFICER.)

Employee Name (Print)	Employee Signature	Date:
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