

**DUTY STATEMENT**

Employee Name:	
Classification: Associate Governmental Program Analyst (AGPA)	Effective Date:
Working Title: Grant Coordinator	Position Number: 312-800-5393-012
Collective Bargaining Unit: R01	Work Location: 11120 International Drive, Suite 200, Rancho Cordova, CA 95670
Center/Office/Division/Unit: Quality and Planning Division/ EMS Plans and Specialty Program Section/ EMS Plans	Tenure/Time Base: Permanent/Full Time

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.

Emergency Medical Services Authority (EMSA) is responsible for the equitable coordination, administration, and integration of the statewide emergency medical services system to reduce suffering and save lives throughout California.

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.

During emergency operations, may be required to work in EMSA's Departmental Operations Center, other governmental Emergency Operations Centers, or in EMSA's field Mission Support Teams to provide assistance in emergency response and recovery activities. EMSA staff are required to complete emergency management and Incident Command System training based on their respective roles in a response and participates in periodic departmental and statewide readiness drills and exercises. Under these emergency operations, staff need to work effectively and cooperatively under stressful conditions with short lead times; work weekends, holidays, extended and rotating shifts (day/night); and may be required to travel statewide for extended periods of time and on short notice.

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**Competencies**


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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 Resource's Job Descriptions webpage](#).

## Job Summary

Under the direction of the EMS Plans Unit Manager, the Associate Governmental Program Analyst (AGPA) serves as the Grant Coordinator. This position requires specific knowledge of principles and practices of grant administration; familiarity with local, State, federal, and private grant application processes; and budget planning of grant funded projects. This position will be responsible for providing oversight and maintenance of the overall grant processes and ensuring compliance and proper financial reporting of the grants.

## Special Requirements

- Conflict of Interest (COI)
- DMV Pull Notice Required
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel Required: 5%
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Telework Eligible: Up to 3 days per week
- Other:

## Essential Functions (including percentage of time)

The incumbent plans, coordinates, oversees, and evaluates all stages and activities of grant application and grant reporting required in accordance with department policies and procedures - and public and private grant requirements. The incumbent applies principles and practices of grant administration for all public and private grants specific to the Quality and Planning Division; serves as the liaison to all grant providers; and works with the EMS Authority's Administration and program staff in planning and preparing grant documents. The incumbent is responsible for all aspects of local assistance grants and provides technical assistance to local EMS agencies to ensure compliance and required financial reporting of the grants.

### 35% Federal Grants

Serves as a liaison for the federally-funded grants. This includes, but is not limited to, the California Department of Public Health, Chronic Disease Control Branch for the Preventive Health and Health Services Block Grant (PHHSBG) and the US DHHS, Health Resources and Services Administration, EMSC State Partnership Grant.

- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required for grant applications.

- Prepares grant applications pursuant to grant criteria.
- Administers grants in accordance with the terms of the agreement.
- Prepares formal grant budgets, budget revision requests and any changes/corrections to the grant agreement.
- Monitor grant budgets to ensure expenditures are in accordance with approved budget and maintain grant required records and reports.
- Coordinates Grantee Performance Reviews and audits, attend entrance/exit meetings, and provide supporting documentation as requested.
- Prepares correspondence, issue papers, reports and other materials in support of grant activities.
- Develops grant proposals and application processes for local assistance grants.
- Reviews and evaluates local assistance grant applications and participates in the grant selection process.
- Provides updates and information to program staff and management on the progress of all grants.
- Develops and maintains relationships with external grant managers and program officers of grant funding bodies and coordinates meetings to resolve any issues that arise on grant requirements.

### 35% State Grants

Serves as the liaison for all state-funded grants. This includes, but is not limited to, the California Office of Traffic Safety Grant (OTS) and any other state-funded grants.

- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required for grant applications.
- Prepares grant applications pursuant to grant criteria.
- Administers grants in accordance with the terms of the agreement.
- Prepares formal grant budgets, budget revision requests and any changes/corrections to the grant agreement.
- Monitor grant budgets to ensure expenditures are in accordance with the approved budget and maintains grant required records and reports.
- Coordinates Grantee Performance Reviews and audits, attends entrance/exit meetings, and provides supporting documentation as requested.
- Prepares correspondence, issue papers, reports and other materials in support of grant activities.
- Develops grant proposals and application processes for local assistance grants.
- Reviews and evaluates local assistance grant applications and participates in the grant selection process.
- Provides updates and information to program staff and management on the progress of all grants.
- Develops and maintains relationships with external grant managers and program officers of grant funding bodies and coordinates meetings to resolve any issues that arise on grant requirements.

### 15% Private Grants

Serves as the liaison for all privately funded grants.

- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required for grant applications.

- Prepares grant applications pursuant to grant criteria.
- Administers grants in accordance with the terms of the agreement.
- Monitors proposals and funding application requirements (e.g., content, deadlines, eligibility, etc.) to maximize successful awarding of grant funds.
- Coordinates Grantee Performance Reviews and audits, attends entrance/exit meetings, and provides supporting documentation as requested.
- Prepares correspondence, issue papers, reports and other materials in support of grant activities.
- Develops grant proposals and application processes for local assistance grants .
- Reviews and evaluates local assistance grant applications and participates in the grant selection process.
- Provides updates and information to program staff and management on the progress of all grants.
- Develops and maintains relationships with external grant managers and program officers of grant funding bodies and coordinates meetings to resolve any issues that arise on grant requirements.

10% Research Grant Funding Opportunities

Conducts research and pursues grant funding opportunities for the purpose of locating additional funding resources for both current and proposed grants.

**Marginal Functions (including percentage of time)**

5% Makes presentations to management, federal and local government agencies and other officials, and stakeholders, as needed. Provides technical assistance on projects and tasks being completed in the Quality and Planning Division to staff and constituents related to grant funding.

<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:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

**HRD Use Only:**

Approved By: CO

Date: 1/10/25