



GAVIN NEWSOM
GOVERNOR

STATE OF CALIFORNIA
GOVERNOR'S OFFICE OF BUSINESS AND ECONOMIC DEVELOPMENT (GO-BIZ)

POSITION DUTY STATEMENT

Classification Title Associate Governmental Program Analyst	Unit REDI	Name Vacant
Working Title Grant Coordinator	Position Number 373-101-5393-901	Effective Date TBD

GENERAL STATEMENT:

Under the general direction of the Associate Deputy Director within the Regional Economic Development Initiative (REDI) unit, the Associate Governmental Program Analyst (AGPA) will perform grant management and compliance duties related to the grant program managed by the REDI unit which consists of the California Jobs First Implementation grant. The AGPA will also review, evaluate, and make recommendations for approval of grant applications and grant reimbursements to the Associate Deputy Director and Senior Advisor for Economic Policy. This position will be considered a twelve-month Limited Term with the potential for an additional twelve-month term, not to exceed a total of twenty-four months. This position may require up to 10% travel.

ESSENTIAL FUNCTIONS:

45%	<p>Perform grant management functions, which includes the following activities:</p> <ul style="list-style-type: none"> • Review invoices and supporting documentation from grantees and make recommendations for approval or denial. • Review performance reports and monitor grantee performance per grant contract requirements. • Review requests for budget and workplan modifications from grantees and make recommendations for approval or denial. • Provide technical assistance and support to grantees.
25%	<p>Perform grant compliance and evaluation duties, which includes the following activities:</p> <ul style="list-style-type: none"> • Track, monitor, and verify grant compliance and review and audit invoices and reports from grantees. • Inspect, review, and audit the books, accounts, files, and other records of

	<p>grantees to verify proper use of grant awards as needed.</p> <ul style="list-style-type: none"> • Conduct grant program evaluations to determine the effectiveness of the program administered by the REDI unit • Potentially conduct site visits and meetings with grant recipients to evaluate grantee programs and conduct compliance reviews. Said activities may require multiple day/overnight travel.
15%	<p>Provide technical assistance to grant applicants and stakeholders before, during, and after the grant solicitation process including review and evaluation of grant applications, make recommendations for approval of grant applications, and provide post application evaluation feedback to grant applicants.</p>
10%	<p>Perform unit and management support duties, which includes, but is not limited to, the following activities:</p> <ul style="list-style-type: none"> • Assist with the development of outreach materials and support presentations to stakeholders to explain the California Jobs First Implementation grant program, including the application and evaluation processes, and grant compliance. • Provide training to staff on the unit's grant program, including grant application review, invoice review, and grant management functions. • Review completed assignments from unit staff for accuracy and compliance with the unit's administrative procedures and requirements, including final review of invoices from grantees prior to management approval.
5%	<p>Perform other job-related duties as assigned to fulfill the mission, goals and objectives of GO-Biz.</p>

SUPERVISION EXERCISED

None.

SUPERVISION RECEIVED

This position reports to the Associate Deputy Director within the REDI unit, but may also receive guidance, supervision and assignments from the unit's Senior Advisor for Economic Policy.

PUBLIC AND INTERNAL CONTACTS

During the course of work, the AGPA has regular and frequent contact with state and local governmental agencies, non-profit organizations, stakeholders and the public. These contacts require a high degree of sensitivity and awareness of the functions and interrelations of various government, private organizations, stakeholders and the media.

INITIATIVE AND INDEPENDENCE OF ACTION

The AGPA is relied upon to ensure the completion of assignments without direct supervision. The ability to set and manage priorities, develop and recommend policies for all programs, and ensure completion of work is required. This position also requires a high level of problem-solving, technical skills, perceptive judgment, independence of action, and accurate assessment of intricate situations.

CONSEQUENCE OF ERROR

Errors, poor judgment, and a lack of professionalism have a direct bearing on the reputation and success of the REDI unit and GO-Biz.

CERTIFICATION

This duty statement fairly represents actual responsibilities, duties performed and reporting relationship of the position. If any aspect of this statement is substantially changed, a new statement will be prepared and submitted to the Personnel Office.

I have read and understand the duties listed above and can perform them either with or without reasonable accommodation. Reasonable accommodation needs should be discussed with your hiring supervisor. If you are unsure whether you require reasonable accommodation, please inform your supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.

Employee's Signature:

Associate Governmental Program Analyst	Date

Employee's Printed Name:

--	--

Supervisor's Signature:

Associate Deputy Director, Regional Economic Development Initiative Unit	Date

Supervisor's Printed Name:

--	--