

Department of Health Care Access and Information

Duty Statement

Proposed

Employee Name Vacant	Organization Department of Health Care Access and Information Office of Health Workforce Development (OHWD) Grants Management	
Position Number 441-210-5393-xxx	Location Sacramento	Telework Option Hybrid
Classification Associate Governmental Program Analyst	Working Title Program Officer	

General Description The Associate Governmental Program Analyst (Program Officer) under the direction of the Staff Services Manager I in the Grants Management Section in a highly independent manner performs the more responsible, varied, and complex technical analytical work in a wide variety of consultative and analytical assignments such as developing new program funding announcements and applications, processing and evaluating grant proposals, and developing and monitoring contracts and budgets. Routinely provides consultative services to management and external stakeholders regarding funding applications and contracts. Generates and provides data to management and stakeholders on funding application outcomes. Performs fiscal and program reviews of funded applicants, as needed. Makes recommendations for improvement to funding and contracting processes. Participates in the development and testing of software tools to manage grants, invoices, and contract reporting.	
Supervision Received	Reports directly to the Staff Services Manager (SSM) I of the Grants Management Section
Physical Demands	Must be able to perform the duties contained in this duty statement with or without reasonable accommodation.
Typical Working Conditions	Requires use of telephone and computer, frequent contact with employees and the public, and mobility to various employee work areas and other areas of the Department of Health Care Access and Information (HCAI). Some travel may be required. The standard work schedule is between 8:00 a.m. to 5:00 p.m., Monday through Friday.

Job Duties E = Essential, M = Marginal	
40% E	Develop and Monitor Contracts Independently establish contracts providing funding to awardees consistent with state laws and regulations, federal rules, and HCAI advisory bodies' guidance and approval. Establish contractual budgets and/or award schedules. Liaise with OHWD's Research and Evaluation Team to ensure awardees are contractually obligated to provide program evaluation information. Liaise with HCAI's Office of Administrative Services to ensure compliance with state contract and accounting laws. Prepare and present summary documents for HCAI executive management that highlight contract provisions and awardee noncompliance. Ensure all contracts are approved by HCAI executive management. Monitor contracts to ensure awardees comply with contract provisions, including the analysis of contract deliverables and approval of invoices. Develop contract amendments to adjust provisions of the contract, including, but not limited to budget, award amount, and/or duration of contract. Ensure all contracts are approved by HCAI executive management or a designee. Develop summary documents closing out contract agreements or providing factual information when an awardee fails to comply with contract provisions. Liaise with the Office of Administrative Services to

recapture funds when awardees fail to comply with contract provisions. Perform desk reviews or site visits to monitor fiscal and program performance as needed.

- 35% E **Develop, Manage, and Evaluate Grant Applications**
Provide guidance and technical assistance in the development, implementation, and maintenance of grant awards. Review progress reports and monitor projects for programmatic and budgetary compliance with grant awardee agreements, program guidelines, authorizing state and federal legislation, and program Grant Guide. Identify any fiscal, programmatic, and administrative issues requiring action by department staff or management. Complete other correspondence related to programmatic and fiscal issues of assigned projects. Liaise with OHWD's Research and Evaluation Team to ensure the application captures information for program evaluation. Coordinate with the Office of Information Services in the development and testing of software tools to manage grant applications and award processes. Apply evaluation criteria as specified by state laws and regulations, federal rules, and HCAI advisory bodies' guidance to applications for funding create summary documents, and make recommendations on funding priorities to HCAI advisory bodies and/or executive management. Develop and maintain tools to support scoring and prioritization of applications for funding. Coordinate work groups and/or teams of subject matter experts to score applications.
- 10% E **Monitor Contract Budgets**
Review and manage the awardee budget, including processing any budget adjustments, per the grant or contract agreement. Reconcile program budget records, which include the following: review the program's budget expenditures, monitor local assistance expenditures and appropriation balances, and prepare responses to budgeting and accounting inquiries generated by HCAI's Budgets and Accounting offices. Recapture any unspent or inappropriately spent funds per the contract agreement and HCAI processes.
- 10% E **Funding Application Technical Assistance**
Provide technical assistance and guidance to potential applicants to support the use of automated systems through various means, including, but not limited to conference calls, video conferencing, responses to frequently asked questions, and/or one-on-one phone conversations.
- 5% M Perform other related duties as required.

Other Expectations

- Demonstrates a commitment to HCAI and OHWD's Mission, Vision, and Goals.
- Maintains good work habits and adheres to all HCAI policies and procedures.
- Successfully completes work assignments and meets deadlines as required.
- Maintains professionalism, recognizes the needs of others, and treats others with respect and dignity.
- Ability to reason logically and creatively and use a variety of analytical techniques to resolve complex problems.

To Be Signed by the Employee and Immediate Supervisor

I have read and understand the duties and expectatins of this position

I have discussed the duties and expectations of this position with the employee.

Employee Signature/Date

Supervisor Signature/Date

Department of Health Care Access and Information

Duty Statement

Proposed

Employee Name Vacant	Organization Department of Health Care Access and Information Office of Health Workforce Development (OHWD) Grants Management	
Position Number 441-210-5157-xxx	Location Sacramento	Telework Option Hybrid
Classification Staff Services Analyst	Working Title Program Assistant	

General Description The Staff Services Analyst (Program Assistant) under the supervision of the Staff Services Manager I in the Grants Management Section performs technical analytical work in a wide variety of consultative and analytical assignments such as developing new program funding announcements and applications, processing and evaluating grant proposals, and developing and monitoring contracts and budgets. Assists with providing consultative services to management and external stakeholders regarding funding applications and contracts. Generates and provides data to management and stakeholders on funding application outcomes. Performs less complex fiscal and program reviews of funded applicants, as needed. Assists with developing recommendations for improvement to funding and contracting processes. Participates in the development and testing of software tools to manage grants, invoices, and contract reporting. Responsibilities will become more varied and complex depending on experience.	
Supervision Received	Reports directly to the Staff Services Manager (SSM) I of the Grants Management Section
Physical Demands	Must be able to perform the duties contained in this duty statement with or without reasonable accommodation.
Typical Working Conditions	Requires use of telephone and computer, frequent contact with employees and the public, and mobility to various employee work areas and other areas of the Department of Health Care Access and Information (HCAI). Some travel may be required.

Job Duties E = Essential, M = Marginal	
40% E	Develop and Monitor Contracts Under supervision, establish contracts providing funding to awardees consistent with state laws and regulations, federal rules, and HCAI advisory bodies' guidance and approval. Establish contractual budgets and/or award schedules. Prepare and present summary documents for HCAI executive management that highlight contract provisions and awardee noncompliance. Ensure all contracts are approved by HCAI executive management. Monitor contracts to ensure awardees comply with contract provisions, including the analysis of contract deliverables and approval of invoices. Can develop contract amendments to adjust provisions of the contract, including, but not limited to budget, award amount, and/or duration of contract. Ensure all contracts are approved by HCAI executive management or a designee. Develop summary documents closing out contract agreements or providing factual information when an awardee fails to comply with contract provisions. Liaise with the Office of Administrative Services to recapture funds when awardees fail to comply with contract provisions. Perform desk reviews or site visits to monitor fiscal and program performance as needed.
35% E	Develop, Manage, and Evaluate Grant Applications

Under supervision, provide guidance and technical assistance in the development, implementation, and maintenance of grant awards. Review progress reports and monitor projects for programmatic and budgetary compliance with grant awardee agreements, program guidelines, authorizing state and federal legislation, and program Grant Guide. Identify any fiscal, programmatic, and administrative issues requiring action by department staff or management. Complete other correspondence related to programmatic and fiscal issues of assigned projects. Liaise with OHWD's Research and Evaluation Team to ensure the application captures information for program evaluation. Coordinate with the Office of Information Services in the development and testing of software tools to manage grant applications and award processes. Apply evaluation criteria as specified by state laws and regulations, federal rules, and HCAI advisory bodies' guidance to applications for funding create summary documents, and make recommendations on funding priorities to HCAI advisory bodies and/or executive management. Maintain tools to support scoring and prioritization of applications for funding. Participate in work groups and/or teams of subject matter experts to score applications.

10% E **Monitor Contract Budgets**
 Review and track awardee budgets, including processing any budget adjustments, per the grant or contract agreement. Reconcile program budget records, which include the following: review the program's budget expenditures, monitor local assistance expenditures and appropriation balances, and prepare responses to budgeting and accounting inquiries generated by HCAI's Budgets and Accounting offices. Recapture any unspent or inappropriately spent funds per the contract agreement and HCAI processes.

10% E **Funding Application Technical Assistance**
 Provide technical assistance and guidance to potential applicants to support the use of automated systems through various means, including, but not limited to conference calls, video conferencing, responses to frequently asked questions, and/or one-on-one phone conversations.

5% M Perform other related duties as required.

Other Expectations

- Demonstrates a commitment to HCAI and OHWD's mission, vision, and goals.
- Maintains good work habits and adheres to all HCAI policies and procedures.
- Successfully completes work assignments and meets deadlines as required.
- Maintains professionalism, recognizes the needs of others, and treats others with respect and dignity.
- Ability to reason logically and creatively and use a variety of analytical techniques to resolve complex problems.

To Be Signed by the Employee and Immediate Supervisor

I have read and understand the duties and expectations of this position

I have discussed the duties and expectations of this position with the employee.

 Employee Signature/Date

 Supervisor Signature/Date