



DUTY STATEMENT

POSITION INFORMATION

Classification Title	Staff Services Analyst
Position Number	415-001-5157-903
Collective Bargaining Identifier	R01
Working Title	Project and Grants Analyst
Division / Unit	Field Operations & Grants / Field Operations
Incumbent Name	TBD
Working Location	Auburn
Supervisor/Manager	Luke Hunt, Field Operations Manager
Tenure	Permanent Intermittent
Effective Date	TBD
Conflict of Interest Filing (Form 700) required for this position.	No
Telework-Eligible	Yes

***All employees are expected to work cooperatively with others;
maintain regular, consistent, and predictable attendance;
and possess integrity, initiative, dependability, and good judgement.***

GENERAL DESCRIPTION

Working under supervision, the Project and Grants Analyst performs a variety of analytical, evaluative, and consultative activities necessary to handle funding agreements. The incumbent works closely with external partners and members of the Field Operations and Grants & Reimbursements teams at the Sierra Nevada Conservancy (SNC or Department) to apply guidelines, policies, and processes to administer and distribute funding associated with the Department's grant programs. The reporting location for the position will be at the Auburn Headquarters office and will require occasional travel.

JOB FUNCTIONS

(E=Essential / M=Marginal Functions)

45% (E) – Coordination of SNC Grants and Agreements

Works with SNC staff and partners to administer grants to local, state, federal, tribal, and nonprofit organizations in the areas of forest management, watershed health, community sustainability, land conservation and working landscapes, tourism, and recreation.

- Prepares and administers grants and other agreements with grant recipients and other stakeholders, with oversight from the Field Operations and Grants & Reimbursements managers.
- Works with grant recipients and stakeholders throughout the duration of the project to meet deliverables and requirements identified in the agreement.



- Works with Department Communications staff to highlight substantial milestones.
- Participates in close-out inspections of projects to determine if they were completed in compliance with the agreement.
- Participates in on-site monitoring of closed grants and writes monitoring reports.

45% (E) – Administration of SNC Grants and Agreements

Works with Department staff to ensure program criteria and agreement conditions are met. Tracks project and grant progress. Reviews and completes invoices, amendments, and close-out documentation.

- Ensures all program criteria necessary to receive payments have been completed prior to authorizing reimbursements for payments.
- Recommends payments for projects after evaluating billing support documentation.
- Evaluates amendment requests and makes recommendations for project amendments.
- Creates and updates project status in SNC's grants database.

10% (M) – Miscellaneous Activities

Responds to general calls and emails, attends staff meetings, complies with administrative reporting requirements (e.g., completion of timesheets, travel expense claims, training requests), participates in required trainings.

SUPERVISION RECEIVED

The Project and Grants Analyst is supervised by the Field Operations Manager (SSM I) but may receive assignments from other members of the Management team.

SUPERVISION EXERCISED

None.

ATTENDANCE

Regular and consistent attendance is critical to the successful performance of this position due to the workload and time-sensitive nature of the work. Must be regularly available and willing to work the hours SNC determines are necessary or desirable to meet its business needs as is determined at SNC's sole discretion.

REQUIRED ABILITIES (from Class Specifications)

Knowledge of: Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; and governmental functions and organization.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; and gain and maintain the confidence and cooperation of those contacted during the course of work.



OTHER INFORMATION

Incumbent must possess good communication skills; use good judgment in decision-making; exercise creativity and flexibility in problem identification and resolution; manage time and resources effectively; can act independently; be open-minded, flexible, tactful; and be responsive to SNC management needs.

WORK ENVIRONMENT

The duties of this position are performed primarily indoors. The incumbent's workstation is equipped with standard or ergonomic office equipment, as appropriate. Prolonged sitting, use of telephone, personal computer, and copier are required. Travel may be required, including driving or riding in vehicles, and may result in walking on uneven terrain and/or working in inclement weather conditions. Incumbent must work well under pressure, meeting multiple and sometimes conflicting deadlines. Occasional lifting, carrying, and/or moving up to 25 pounds may be required.

TELEWORK ELIGIBILITY AND EXPECTATIONS

This position is eligible for telework. Any approved alternate work location and specific working schedule must be documented on the SNC Telework Agreement (STD 200). All telework agreements are developed under and subject to the conditions and criteria established in the SNC Telework Program Policy (HR-02).

All SNC positions may be subject to 100 percent teleworking if ordered under emergency circumstances, which may be issued or rescinded without notice.

EQUAL EMPLOYMENT OPPORTUNITY (EEO) STATEMENT

All SNC employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work-related activities, and anytime they represent the Department. Additionally, all SNC employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, and retaliation.

Duties of this position are subject to change and may be revised as needed or required.

EMPLOYEE ACKNOWLEDGEMENT

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodations are necessary, discuss your concerns with the hiring supervisor. If unsure of a need for a reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with Human Resources.)

Employee Printed Name _____

Employee Signature _____



SUPERVISOR ACKNOWLEDGEMENT

I have discussed the duties of this position with and have provided a copy of this duty statement to, the employee named above.

Supervisor Printed Name _____

Supervisor Signature _____