

STATE OF CALIFORNIA – CALIFORNIA STATE LIBRARY  
**DUTY STATEMENT**

Current     Proposed

<b>POSITION INFORMATION</b>	
Approval Date:	Effective Date:
Position Control Number:	Position Number:
Bureau/Section: Library Development Services	Classification: Associate Governmental Program Analyst
Specific Location Assigned: Sacramento	Working Title: Data and Grants Analyst
Working Hours/Scheduled to be Worked: 8 a.m. – 5 p.m., Monday - Friday	Incumbent:
<b>CONFLICT OF INTEREST</b>	
<input checked="" type="checkbox"/> Conflict of Interest Filing (Form 700) required <input type="checkbox"/> 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.	
<b>DEPARTMENT STATEMENT</b>	
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.	
<b>DUTIES AND RESPONSIBILITIES OF THE POSITION</b>	
<p><b>Job Description:</b> Under the direction of the Library Development Services (LDS) Staff Services Manager I and working in conjunction with the State Data Coordinator the incumbent performs the more responsible and complex analytical tasks necessary for analysis and maintenance of library program data, and cost effective implementation and monitoring of all components of assigned local assistance and grant programs.</p> <p>The incumbent is responsible for collecting and reviewing quantitative and qualitative data, performing data analysis, and preparing data for reports and publication and to inform decision-making, and for the conduct of 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.</p>	

STATE OF CALIFORNIA – CALIFORNIA STATE LIBRARY  
**DUTY STATEMENT**

Duties include, but are not limited to, the following:	
<b>PERCENTAGE OF DUTIES</b>	<b>ESSENTIAL FUNCTIONS</b>
<b>35%</b>	<p><b>Data Analysis and Preparation</b></p> <ul style="list-style-type: none"> <li>• In conjunction with the State Data Coordinator, gathers, verifies, and analyzes entries to the Public Libraries Survey, to include contacting grantees and submitters in order to ensure information collected is correct, consistent, and conforms to specifications of surveys and reporting requirements.</li> <li>• Reviews, verifies, and interprets quantitative and qualitative data, including statistics and project outcomes, from libraries and grantees.</li> <li>• Performs data analysis and data visualization and identifies trends within submitted data.</li> <li>• Reviews and evaluates studies, reports, and other information to assist with data analysis and reporting on libraries' and grant program data.</li> <li>• Prepares narrative and statistical reports and prepares recommendations to the Bureau Chief, Deputy State Librarian and other senior staff as requested.</li> </ul>
<b>25%</b>	<p><b>Pre-Grant Award Process Coordination</b></p> <ul style="list-style-type: none"> <li>• Independently prepares for grant cycles by providing lead responsibilities in the planning, development, and distribution of grant materials, timelines, and website updates for assigned grants.</li> <li>• Maintains compliance with all rules, regulations, and applicable laws throughout the entire grant cycle.</li> <li>• Independently receives and performs preliminary compliance review of all submitted applications for funds, including identification of potentially unallowable costs.</li> <li>• Independently establishes and maintains control over all grant application documents</li> <li>• Coordinates grant application reviews and monitors grant application review processes.</li> <li>• Responsible for development of narrative and statistical summaries and analyses of grant application team reviews.</li> <li>• Oversees and implements the process to prepare and disseminate letters for funded and non-funded applicants in coordination with the State Library Budget Office.</li> <li>• Communicates with prospective applicants and successful and unsuccessful applicants.</li> </ul>
<b>25%</b>	<p><b>Grants Management</b></p> <ul style="list-style-type: none"> <li>• Independently responsible for implementation and oversight of all procedures and processes established in conjunction with the</li> </ul>

STATE OF CALIFORNIA – CALIFORNIA STATE LIBRARY  
**DUTY STATEMENT**

	<p>Bureau Chief, Assistant Bureau Chief, and Staff Services Manager I to maintain effective, ongoing monitoring, fiscal control, and progress appraisal of assigned grant projects in consultation with the State Library Budget Office.</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• Reviews, processes, and monitors data and expenditures for various grant programs and provides the oversight necessary to ensure proper reporting.</li> <li>• Develops online reporting to and from the field to meet the needs of the Local Assistance Programs and the State Library.</li> <li>• Provides technical assistance to and solves problems for local agencies to ensure their compliance with the appropriate rules and regulations.</li> </ul>
<p><b>10%</b></p>	<p><b>Post Grant Support and Public Awareness Support</b></p> <ul style="list-style-type: none"> <li>• Responsible for the gathering of information regarding grant programs as requested by funding agencies.</li> <li>• Reviews, analyzes, and prepares data for inclusion into annual and other required program reports, and online.</li> <li>• Assists with the preparation of training manuals and training workshops in conceiving and writing competitive grant applications and participating in funding opportunities.</li> <li>• Develops training logistics for the announcement of each new grant cycle, including all materials for staff and field participation.</li> <li>• 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.</li> <li>• Develops publications about the assigned grant programs in cooperation with the State Library.</li> </ul>
<p><b>PERCENTAGE OF DUTIES</b></p>	<p><b>MARGINAL FUNCTIONS</b></p>
<p><b>5%</b></p>	<p>Performs other staff assignments as required and appropriate</p>
<p><b>WORKING ENVIRONMENT</b></p>	
<p><b>Supervision Received:</b> The Associate Governmental Program Analyst (AGPA) reports directly to the Staff Services Manager I.</p>	
<p><b>Supervision Exercised:</b> None</p>	
<p><b>Administrative Responsibility:</b> None</p>	
<p><b>Personal Contacts:</b> The Associate Governmental Programs Analyst has daily contact with the Bureau Chief, Grants and Bureau Operations Managers, and other</p>	

STATE OF CALIFORNIA – CALIFORNIA STATE LIBRARY

**DUTY STATEMENT**

<p>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.</p>		
<p><b>Actions and Consequences:</b> Failure to perform effectively the duties of the position could result in substandard decision-making, waste of state and federal resources 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.</p>		
<p><b>Functional Requirements:</b> The incumbent works remotely or in 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%).</p>		
<p><b>Other Information:</b> Incumbent must possess excellent communication skills, good research skills, use good judgment in decision-making, exercise creativity and flexibility, manage time and library resources effectively, and be responsive to the needs of the State Library Development Services Bureau, stakeholders, and the Library’s Executive Team.</p>		
<p>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.</p>		
<p><b>SUPERVISOR CERTIFICATION AND SIGNATURE</b></p>		
<p><i>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></p>		
<p>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.</p>		
<p><b>Supervisor Name (Print)</b></p>	<p><b>Supervisor Signature</b></p>	<p><b>Date:</b></p>
<p><b>EMPLOYEE STATEMENT AND SIGNATURE</b></p>		
<p>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</p>		

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**DUTY STATEMENT**

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.)		
<b>Employee Name (Print)</b>	<b>Employee Signature</b>	<b>Date:</b>