[ ]  Current

[x]  Proposed

**POSITION INFORMATION:**

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| **Employee Name:**Vacant | **CV Unit:**Operations Department  |
| **Classification:**Senior Intergovernmental Program Analyst | **Working Title:**Grants Management Officer |
| **Salary:**$6,138 – $7,412 | **Position Number:** 368-655-5419-901 |
| **Work Location:**1400 10th Street, Sacramento, CA 95814 | **Effective Date:**TBD |

**CALIFORNIA VOLUNTEERS:**

California Volunteers, Office of the Governor is the state office tasked with engaging Californians in service, volunteering, and civic action.

Since 2020, California Volunteers has launched several historic initiatives including Governor Newsom’s California Climate Action Corps, the country’s first statewide climate corps program; the #CaliforniansForAll service initiative launched in response to COVID-19 to establish a volunteer corps to support the state’s response to emergencies and disasters; and Operation Feed California, a volunteer program created to stabilize California food bank operations.

As part of Governor Newsom’s California Comeback Plan, California Volunteers received a nearly $400 million investment in service to expand and create new programs.

Led by the state’s Chief Service Officer, Josh Fryday, California Volunteers is supported by a bipartisan 25-member Commission and a team of experts driven by a mission to empower and mobilize all Californians to volunteer and serve in their communities.

**SCOPE:**

The Grants Management Officer provides project management on a variety of tasks associated with grants management, including budgeting and projections, reporting, initiative planning, and policy analysis. The Grants Management Officer provides management of the Grants Monitoring Associate (GMA) team when the Deputy Director is out of the office and helps manage the day-to-day grantee outreach and customer service, training and technical assistance, and programmatic follow up. The Grants Management Officer also serves as a liaison with the AmeriCorps Grants Officer and other California Volunteers’ initiative program managers (e.g., Regional Managers, College Corps Manager, Youth Jobs Corps staff, etc.), reporting on fiscal grants management.

**SPECIFIC DUTIES:**

**30%** As it relates to grants and initiative management, supports strategy development related to various grant and program initiatives that includes local assistance funding. Attends strategy sessions, develops budget models to support these discussions, provides cost-benefit analyses as needed, and outlines potential options or recommendations associated with leveraging local assistance resources for a programmatic initiative. Provides a critical review and edit of all funding opportunities leveraging local assistance resources. Reviews the documents and provides edits and feedback related to procurement and fiscal requirements, reviews and connects with other fiscal staff (e.g., Fiscal Compliance Officer, etc.) as needed to ensure alignment with fiscal policies, guidelines, and processes. Outlines fiscal workload and calendar projects associated with RFA budget reviews, fiscal clarification, intent to award notifications (if applicable), and planning for contract management.

**20%** As it relates to budget management and analysis, provides budget models for budget change proposals (BCP) or budget concepts that include local assistance resources. Works with the Budget Officer to compile the appropriate budget documents, justification to support BCPs or general concept papers for internal review. Leads local assistance budget projections, providing quarterly reports to the Deputy Director of Finance and Compliance, the Director of Operations, and any Program Department or Executive Leadership staff, as needed. These projections include reports on encumbrances, expenditures to date, assumptions/projections of future spending, timeline for disencumbrances, etc. Oversees the compilation of federal financial reports (FFRs) as well as other periodic reports, including the State Fiscal Recovery Fund (SFRF) quarterly reports. Works with California Volunteers’ program staff leads to ensure all required documentation related to required reporting is compiled, verified, and uploaded correctly.

**15%** For training and technical assistance,outlines an internal and external calendar to train California Volunteers’ staff and external program/initiative staff in fiscal management. This includes invoice processing, federal financial reporting, contracting and grants management, and general fiscal management and requirements.Provides guidance and support for inquiries submitted by grantees regarding fiscal management, contracting, etc.

**15%** For contract management duties, liaises with the California Volunteers’ program leads to outline timelines for, and workload associated with, contracting for various initiatives. This includes AmeriCorps, AmeriCorps Education Awards, College Corps, Jobs Corps, and other initiatives leveraging local assistance resources.Provides updates to the Deputy Director of Finance and Compliance, the Director of Operations, and program lead staff on the status of contracting, timeline for contract reviews, number of executed contracts and encumbrances to date. Supports the development of fiscal related contract documents (Std. 213, Std. 213A, Std. 215, and fiscal-related exhibits) and the compilation of program-related exhibits (scope of work, programmatic metrics and reporting guidelines, roles, and responsibilities, etc.).

**10%** Manages payment process, ensuring GMA staff are trained on invoice processing. Provides assignments, as necessary, to GMAs on invoicing. Reconciles on a regular basis the Salesforce invoice intake database with payments issued in Fi$Cal. Provides updates on status of payments, or delegates to GMAs, to grantees who inquire. Serves as a liaison with Accounting staff, escalating issues as needed to the Deputy Director to connect with Chief Accounting Officer.

**10%** Provides administrative, fiscal, and programmatic support when needed. Participates in staff meetings, attend trainings, provides work status reports, handles special projects, serves on inter-agency working groups, and performs other duties as assigned.

**SUPERVISION RECEIVED AND EXERCISED:**

The Grants Management Officer reports directly to and receives the majority of assignments from the Deputy Director of Finance and Compliance; however, direction and assignments may also come from senior leadership or executive team members.

**WORK WEEK GROUPS:**

**This is an “Exempt” position that is served at the pleasure of the Governor.** Incumbentsa part of Work Week Group 2, i.e., Office Tech, Junior Staff Analyst, Assistant IPA, Associate IPA. Overtime for employees in these classes are not eligible for exemption under Section 7K of the Fair Labor Standards Act (FLSA), as defined all hours worked in excess of 40 hours in a period of 168 hours or seven consecutive 24-hour periods.

Incumbents a part of Work Week Group “E”, i.e., Staff IPA, Senior IPA, Senior Projects Analyst, Senior Advisor, Assistant to the Governor, Senior Assistant to the Governor. In included classes that are exempted from coverage under the FLSA because of the “white-collar” (administrative, executive, professional) exemptions. To be eligible for this exemption a position must meet both the “salary basis” and the “duties” test. There are seven WWGs; however, only 2 apply to Office of Planning and Research employees, WWG2 and WWGE.

**DIVERSITY, EQUITY, AND INCLUSION:**

This position helps to create a work environment that celebrates diverse backgrounds, cultures, and personal experiences. Support our organizational equity goals in your day-to-day work regardless of where you are located within the organization.

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

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**Employee Signature Date**

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

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**Supervisor Signature Date**