

## State of California - Department of Social Services

**DUTY STATEMENT**

EMPLOYEE NAME:

CLASSIFICATION:

Associate Governmental Program Analyst (AGPA)

POSITION NUMBER:

800-665-5393-912

DIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)*

Administration/Contracts &amp; Procurement Services Branch

BUREAU/SECTION/UNIT: *(UNDERLINE ALL THAT APPLY)*

Purchasing - IT Acquisitions &amp; Grants Bureau/Grants and MOU Unit

SUPERVISOR'S NAME:

Alessandra Langen

SUPERVISOR'S CLASS:

Staff Services Manager I (SSM I)

SPECIAL REQUIREMENTS OF POSITION *(CHECK ALL THAT APPLY)*:

- Designated under Conflict of Interest Code.
- Duties require participation in the DMV Pull Notice Program.
- Requires repetitive movement of heavy objects.
- Performs other duties requiring high physical demand. *(Explain below)*
- None
- Other *(Explain below)*

I certify that this duty statement represents an accurate description of the essential functions of this position.

I have read this duty statement and agree that it represents the duties I am assigned.

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S SIGNATURE

DATE

**SUPERVISION EXERCISED** *(Check one)*:

- None                       Supervisor                       Lead Person                       Team Leader

**FOR SUPERVISORY POSITIONS ONLY:** Indicate the number of positions by classification that this position DIRECTLY supervises.

Total number of positions for which this position is responsible:

**FOR LEADPERSONS OR TEAM LEADERS ONLY:** Indicate the number of positions by classification that this position LEADS.

MISSION OF ORGANIZATIONAL UNIT:

The Contracts and Procurement Services Branch is dedicated to providing centralized acquisition services to all California Department of Social Services (CDSS) statewide departmental organizations and the California Health and Human Services Agency. The Grants MOU Unit is dedicated to supporting the goals and programs of CDSS by collaborating with customers and stakeholders to provide timely, accurate, and legally binding grants and Memorandum of Understanding (MOU).

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**CONCEPT OF POSITION:**

Under the direction of a Staff Services Manager I (SSM I) and consistent with good customer service practices and the mission of CDSS, the Grants MOU Analyst is expected to work independently with minimal supervision, produce completed staff work, be courteous, provide timely responses to internal/external customers, and follow through on assignments/tasks. Responsible for conducting research, compiling data, and analyzing results that will be used to draft and execute grant and MOU agreements. Specific responsibilities may include:

**A. RESPONSIBILITIES OF POSITION:**

30% Independently analyzes, evaluates, creates, processes, and amends complex grant and MOU agreements. This consists of, but not limited to standard state and federal grant agreement documents, Request for Applications (RFA) which includes evaluation criteria and appeals, scope of work, budgets, completion dates, and general terms and conditions. Perform activities involved with the development and execution of the more responsible, varied, and difficult agreements with general direction from the SSM I. Work with Program customers, administrative partners, and management to resolve agreement matters to ensure continued movement to agreement execution. Independently provides the CDSS management team with solutions to more complex grant and MOU issues based on current state and federal laws and regulations.

30% Provides customer service support and communicates professionally, in writing and verbally, to other Branch staff, CDSS Programs, administrative partners, and external stakeholders on grant and/or MOU related items. Coordinates and provides guidance to customers navigating the grants and MOU process. Provides administrative and technical guidance in the development of RFAs for funding. Process agreements creating Procurement Contracts and assist in processing Purchase Orders in FI\$Cal. Furthermore, enters agreements into the Department's information system database.

20% Ensure all agreements conform to state and federal laws, regulations, policies, and procedures. Maintain current knowledge of policies and procedures. Develop RFAs, MOUs, and grant agreements that may be complex and require extensive research, clarification, and structure prior to the administration of the RFA, MOU, or grant award process. Independently identifies, researches, meets and consults with Departmental managers and staff, Legal, Accounting, and Budgets regarding agreement development, issue resolution, regulations, policies, and procedures.

10% Independently performs internal audits of the project files to ensure all documentation, requirements and special conditions have been met. Prepares, writes, and presents status reports. Maintain assigned workload and agreement files in a well-organized manner. Manage assigned workload to meet deadlines and adjust as Bureau, Branch and Departmental needs evolve. Utilize and maintain the grants database, create and edit documents using Microsoft Office suite.

5% Formulate grant and MOU policies, procedures, and program alternatives. Provide recommendation on a broad spectrum of administrative and program-related problems. Act as a member of the project team, for onset of project to completion of the agreement. Assist with the training of staff, may serve as mentor, lead analyst, and/or acting unit manager during the absence of the SSM I. Attend grants, contracts, MOU related training and complete special projects.

5% Other duties as requested within the AGPA classifications.

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B. SUPERVISION RECEIVED:

The AGPA receives general supervision and direction from the SSM I.

C. ADMINISTRATIVE RESPONSIBILITY:

The AGPA is familiar and must adhere to practices outlined in the State and Federal laws and regulations, Departmental policies and procedures, FI\$Cal, and State Administrative Manual.

D. PERSONAL CONTACTS:

The AGPA has daily contact with managers and staff throughout the Department and other state agencies, institutions, counties and private entities in relation to grant and/or MOU agreement development, status and execution.

E. ACTIONS AND CONSEQUENCES:

Failure to use good judgment in handling grant and/or MOU requests and resolving problems of a sensitive nature could result in the loss of the Department's delegated purchasing authority. Improper and/or conflict of interest activities could result in employee financial responsibility for the expenditures. Also, failure to use good judgment in the completion of assignments/tasks could result in customer dissatisfaction and significant financial loss to the Department. Since AGPA work is routinely reviewed, this will lessen the impact to the Department.

F. OTHER INFORMATION:

The AGPA must have good interpersonal, problem solving/solutions and communication skills, be professional and able to work effectively under pressure and maintain the confidence and cooperation of those contacted during the course of work. The AGPA is expected to be able to handle and prioritize multiple assignments/tasks. Travel may be required.

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**CONCEPT OF POSITION:**

A. RESPONSIBILITIES OF POSITION:

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B. SUPERVISION RECEIVED:

C. ADMINISTRATIVE RESPONSIBILITY:

D. PERSONAL CONTACTS:

E. ACTIONS AND CONSEQUENCES:

F. OTHER INFORMATION: