

DUTY STATEMENT

DGS OHR 907 (Rev. 09/2018)

 Current Proposed

RPA NUMBER 19417	DGS OFFICE or CLIENT AGENCY Business, Consumer Services & Housing Agency	
UNIT NAME Homeless Coordinating & Financing Council	REPORTING LOCATION 915 Capitol Mall, Ste 350A Sacramento, CA 95814	
SCHEDULE (DAYS / HOURS) Monday - Friday; 8:00a-5:00p	POSITION NUMBER 338-101-5393-906	CBID R01
CLASS TITLE Associate Governmental Program Analyst	WORKING TITLE HHAP Grant Program Analyst	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

CORE VALUES / MISSION Rank and File Supervisor Specialist Office of Administrative Hearings Client Agency

The Business, Consumer Services, and Housing Agency (BCSH) is the California government cabinet-level agency that assists and educates consumers regarding the licensing, regulation, and enforcement of professionals and businesses.

POSITION CONCEPT

Under the direction the of the Homeless Housing, Assistance, and Prevention (HHAP) Grant Program Manager (Staff Services Manager II), the HHAP Grant Program Analyst, Associate Governmental Program Analyst (AGPA), provides administrative and program support to the HHAP program for the second round of funding. The AGPA assists in the development of HHAP systems, convenes and manages coordination of technical assistance, prepares presentations, compiles and analyzes HHAP data, and manages HHAP program and fiscal files, utilizing Microsoft Office Suite.

SPECIAL REQUIREMENTS Conflict of Interest Medical Evaluation Background Evaluation Background Evaluation FTB Office Technician (Typing)

Conflict of Interest

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. Failure to comply with the Conflict of Interest Code requirements may void the appointment.

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
35%	Plans and assists in the implementation the HHAP program by providing support to the HHAP Grant Program Manager and the HHAP Grant Program Specialist, gathering and reviewing information provided by HHAP grantees, the United States Housing and Urban Development Department and various stakeholders, developing methods to organize and track information, providing updates and presenting information while working under tight deadlines, analyzing, formulating and evaluating current practices and/or alternatives in order to make recommendations that are in accordance with statutory and statewide administrative requirements to ensure the success of the program through the grant project life cycle.
25%	Assists the HHAP team in meeting established goals by conducting surveys, compiling and analyzing program and fiscal data, in order to prepare and present reports with findings regarding program outcomes to the HHAP Grant Program Manager to ensure appropriate for inclusion in staff reports presented at quarterly meetings, to the Deputy Secretary for Homelessness, BCSH leadership and other stakeholders.
20%	Collaborates with other Homeless Coordinating & Financing Council (HCFC) program staff, divisions, and HHAP grantees by developing data collection methods such as surveys, reports, polls, etc., tracking grantee responses to data collection efforts and communicating with grantees regarding

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	data collection, developing data collection instructions and educational materials for grantees so data collection is understood and follows current statutory requirements and requirements outlined by HCFC in order to streamline the grant data collection process between grant programs and to meet the needs of HCFC to ensure the Council can make informed policy decisions.
15%	Leads meetings with HHAP Program staff by developing reports and presentations to showcase findings on collected data, discussing data outcomes and reporting findings, and conducting regular and frequent communications with the team, management and grantees in order to provide reports and presentations that are accurate and complete in accordance with any statewide mandates or legislatively required reporting.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Other duties and special projects assigned by the HHAP Grant Program Manager.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department 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.

I have discussed with my supervisor and understand the duties of the position and have received a copy of the duty statement.

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED

I have discussed the duties of the position with the employee and certify the duty statement is an accurate description of the essential functions of the position.

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED