



As a full journey level analyst in support of the CWDB, the incumbent is knowledgeable in workforce development and works collaboratively with team members, the Employment Development Department (EDD) partners and the CWDB field staff. The incumbent performs professional writing through written correspondence with the grantee team members, partners, and management, and in developing and updating a wide variety of documents. The incumbent may be asked to attend meetings and conferences as a representative of the CWDB, and is expected to maintain a high level of professionalism and develop technical competencies in Microsoft applications, telework platforms, Salesforce, and CalJobs.

Percentage of Duties	Essential Functions
40%	<p>Independently oversees one or more initiatives; including but not limited to maintaining full knowledge of the program(s) and keeping up to date on any changes in legislation and regulations, as well as performing grant program management for awarded funds;</p> <ul style="list-style-type: none"> <li>• <u>Contract, Subgrant, and Grant Timeline Management</u>: Coordinates with grantees and internal partners to finalize contract and subgrant agreements. Tasks associated with this include and are not limited to engaging in exhibit revisions with grantees, submitting proper documentation for processing to internal partners for contract/subgrant execution, tracking and properly documenting movement to ensure timelines are met. Tracks activities, events, tasks and assignments related to facilitation of convenings, and keeps up to date timeline of grant performance and programmatic components.</li> <li>• <u>Fiscal</u>: Establishes Excel tracking systems for contract/subgrant expenditures, processing invoices for state programs, running and analyzing expenditure reports for federal programs in CalJOBS, providing technical assistance to grantees as appropriate and notifying management of any obstacles related to budget allocations and spending, performance issues, and data discrepancies.</li> <li>• <u>CalJOBS data tracking system</u>: Understands the system from grantee and administrative/project management perspective to appropriately run reports to verify and analyze pertinent data. Provides technical assistance, develops grant guidance documents, and coordinates trainings, and at times acting as a liaison between the grantee and both internal and external partners.</li> <li>• <u>Grant Communication Lead</u>: Acts as main point of contact for all project related communications. Oversees requests and inquiries from grantees and partners through to the end, ensures timely follow-up and exceptional customer service.</li> <li>• Daily work requires knowledge of Microsoft Office products, including Word, Excel, Outlook, and PowerPoint in order to provide grantees with needed information and maintain timely and consistent communication.</li> </ul>
30%	<p>Supports program and grant management activities:</p> <ul style="list-style-type: none"> <li>• <u>Quarter Reports</u>: Prepares quarterly and supplemental report templates for grantees to capture specific program information, analyzes reports to highlight best practices and lessons learned and to evaluate project's outcomes and spending. Provides assistance to grantees as appropriate and proactively raises project deliverable or expenditure concerns to management in order to address with technical assistance or guidance as soon as possible.</li> <li>• <u>Presentation of Information/Analysis</u>: Presents findings, inquiries, and grantee questions to management in clear, concise, and comprehensive manner, utilizing training guides and resources such as state and federal grant laws to research specific guidance to resolve challenges or barriers for grantees. Consults with management, provides recommendations to grantees.</li> </ul>

25%	<ul style="list-style-type: none"> <li>• Researches and utilizes appropriate rules and regulations for both state and federal funding streams.</li> <li>• Drafts executive summaries for projects that are awarded as part of the Secretary Action Request (SAR) process, and for executive staff briefings.</li> </ul> <p>Additional responsibilities:</p> <ul style="list-style-type: none"> <li>• Develops or revises exhibits and instructions for Request for Applications (RFA), grant initiation documents, and grantee onboarding processes.</li> <li>• Participates in organizing grant program Community of Practice events, which may include developing PowerPoint trainings for application process and/or orientations.</li> <li>• Assists CWDB staff from all branches and collaborates with internal and external subject matter experts and stakeholders to complete complex research and analysis for special projects as assigned.</li> <li>• Attends virtual and in person meetings, conferences, and communities of practice as a representative of the CWDB, and as an opportunity to learn from other members.</li> </ul>
<b>Percentage of Duties</b>	<b>Marginal Functions</b>
5%	Performs other duties as assigned.

**4. WORK ENVIRONMENT** *(Choose all that apply)*

Standing: Occasionally - activity occurs < 33%	Sitting: Continuously - activity occurs > 66%
Walking: Occasionally - activity occurs < 33%	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Not Applicable - activity does not exist
Lifting: Not Applicable - activity does not exist	Bending/Stooping: Not Applicable - activity does not exist

Other: *Click here to enter text.*

**Type of Environment:**

High Rise    Cubicle    Warehouse    Outdoors    Other: *Click here to enter text.*

**Interaction with Customers:**

Required to work in the lobby                       Required to work at a public counter  
 Required to assist customers on the phone    Required to assist customers in person  
 Other:

**5. SUPERVISION EXERCISED:**

*(List total per each classification of staff)*

None

**6. SIGNATURES**

**Employee's Statement:**

*I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.*

Employee's Name:

Employee's Signature:

Date:

**Supervisor's Statement:**

*I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.*

**Civil Service Classification**  
Associate Governmental Program Analyst

**Position Number**  
283-401-5393-976

Supervisor's Name:		
Supervisor's Signature:		Date:
<b>7. HRSD USE ONLY</b>		
<b>Personnel Management Group (PMG) Approval</b>		
<input checked="" type="checkbox"/> Duties meet class specification and allocation guidelines.	PMG Analyst Initials	Date Approved
<input type="checkbox"/> Exceptional allocation, STD-625 on file.	hcc	10/28/2021
<b>Reasonable Accommodation Unit use ONLY</b> <i>(completed after appointment, if needed)</i> <i>If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.</i> List any Reasonable Accommodations made:		

**Supervisor:** After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file