

POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Associate Governmental Program Analyst	<i>Grant/Initiative Analyst</i>
NAME OF INCUMBENT:	POSITION NUMBER:
<i>Click here to enter text.</i>	283-401-5393-976
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
Unit 2B	Jeremiah Perez
DIVISION:	SUPERVISOR'S CLASSIFICATION:
Program Implementation and Regional Support	Staff Services Manager I
BRANCH:	REVISION DATE:
California Workforce Development Board	11/16/2022
Duties Based on: <input checked="" type="checkbox"/> FT <input type="checkbox"/> PT– Fraction _____ <input type="checkbox"/> INT <input type="checkbox"/> Temporary – _____ hours	
2. REQUIREMENTS OF POSITION	
Check all that apply: <input checked="" type="checkbox"/> Conflict of Interest Filing (Form 700) Required <input type="checkbox"/> Call Center/Counter Environment <input type="checkbox"/> May be Required to Work in Multiple Locations <input type="checkbox"/> Requires Fingerprinting & Background Check <input type="checkbox"/> Requires DMV Pull Notice <input type="checkbox"/> Bilingual Fluency (<i>specify below in Description</i>) <input checked="" type="checkbox"/> Travel May be Required <input type="checkbox"/> Other (<i>specify below in Description</i>)	
Description of Position Requirements: (e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.) Occasional Travel	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
Summary Statement: (Briefly describe the position's organizational setting and major functions)	
<p>Under the direction of the Staff Services Manager I, the incumbent is responsible for varied, and complex technical analytical assignments pertaining to the management of multiple workforce programs such as program implementation and oversight, and administrative functions related to the effective administration of funds distributed across California. The incumbent is tasked with ensuring programs across California align with the laws and regulations of the funding source as well as meet the goals and objectives of the California Workforce Development Boards (CWDB) State Plan by acting as a liaison between the grantees and the CWDB providing support and guidance as needed.</p> <p>The CWDB strives to cultivate regional leadership and system alignment through the Workforce Innovation and Opportunity Act (WIOA) regional planning and the development of initiatives that fund and inspire innovations that solve some of the challenges that are keeping Californians with barriers to employment from achieving success in jobs and careers. The incumbent is responsible for the administrative work in relation to updating exhibits for new programs, establishing a contract or subgrant, processing invoices and performing quarter report analysis. The incumbent is responsible for implementing programs, and capturing lessons and successes that can be communicated internally and externally throughout the California workforce system.</p>	

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"> • <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. Keeps up to date timeline of grant performance and programmatic components, closely monitoring contractual obligations in accordance with scope of work and deliverables. Tracks activities, events, tasks and assignments related to facilitation of convenings. • <u>Fiscal</u>: Manages tracking systems for contract/subgrant expenditures (manual in Excel and through Salesforce), 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. • <u>Technical Assistance</u>: Understands the data system, CalJOBS and/or Salesforce, from grantee and administrative/project management perspective to provide technical assistance for system issues. Works closely with internal and external partners in developing data metrics and guidance, coordinating trainings, and communication to the field (grantees). • <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. Acts as liason in initiating cross-branch coordination, collaboration, and assistance. • 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.
30%	<p>Supports program and grant management activities:</p> <ul style="list-style-type: none"> • <u>Quarter Reports</u>: Prepares quarterly report templates for grantees to capture specific program information. Analyzes reports to determine whether or not they are on track with workplan and outcomes, highlight best practices and lessons learned, and evaluate project expenditure status. 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. • <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

25%	<p>guidance to resolve challenges or barriers for grantees . Consults with management, provides recommendations to grantees.</p> <ul style="list-style-type: none"> • Researches and utilizes appropriate rules and regulations for both state and federal funding streams. • Drafts executive summaries for projects that are awarded as part of the Secretary Action Request (SAR) process, and for executive staff briefings. <p>Additional responsibilities:</p> <ul style="list-style-type: none"> • Develops or revises exhibits and instructions for Request for Applications (RFA), grant initiation documents, and grantee onboarding processes. • Participates in organizing grant program events (i.e. Community of Practice), which may include developing PowerPoint trainings for application process and/or orientations. • 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. • 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.
Percentage of Duties	Marginal Functions
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:

Civil Service Classification
Associate Governmental Program Analyst

Position Number
283-401-5393-976

Employee's Signature:		Date:	
Supervisor's Statement: <i>I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.</i>			
Supervisor's Name:			
Supervisor's Signature:		Date:	
7. HRSD USE ONLY			
Personnel Management Group (PMG) Approval			
<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	12/7/2021	
Reasonable Accommodation Unit use ONLY <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

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Staff Services Analyst	<i>Grant/Initiative Analyst</i>
NAME OF INCUMBENT:	POSITION NUMBER:
Vacant	283-401-5157-976
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
Unit 2B	Jeremiah Perez
DIVISION:	SUPERVISOR'S CLASSIFICATION:
Program Implementation and Regional Support	Staff Services Manager I
BRANCH:	REVISION DATE:
California Workforce Development Board	11/16/2022
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Occasional Travel	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
Summary Statement: (Briefly describe the position's organizational setting and major functions)	
<p>Under the supervision of the Staff Services Manager I (SSM I), the incumbent is responsible for varied, and technical analytical assignments of average difficulty pertaining to the management of multiple workforce programs such as program implementation and oversight, and administrative functions related to the effective administration of funds distributed across California. The incumbent is tasked with ensuring programs across California align with the laws and regulations of the funding source as well as meet the goals and objectives of the California Workforce Development Boards (CWDB) State Plan by acting as a liaison between the grantees and the CWDB providing support and guidance as needed.</p> <p>The CWDB strives to cultivate regional leadership and system alignment through the Workforce Innovation and Opportunity Act (WIOA) regional planning and the development of initiatives that fund and inspire innovations that solve some of the challenges that are keeping Californians with barriers to employment from achieving success in jobs and careers. The incumbent is responsible for the administrative work in relation to updating exhibits for new programs, establishing a contract or subgrant, processing invoices and performing quarter report analysis. The incumbent is responsible for implementing programs, and capturing lessons and successes that can be communicated internally and externally throughout the system.</p>	

As an entry-level analyst the incumbent should be prepared to become knowledgeable in workforce development and work 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/or conferences as a representative of the CWDB and is expected to maintain a high level of professionalism and develop technical competency.

Percentage of Duties	Essential Functions
40%	<p>Assists the SSM I in overseeing one or more initiatives; including but not limited to attaining knowledge of the program(s) and keeping up to date on any changes in legislation, regulations, as well as performing grant program management for awarded funds;</p> <ul style="list-style-type: none"> • <u>Contract, Subgrant, and Grant Timeline Management</u>: Supports grantees and internal partners to finalize contract and subgrant agreements through coordination. 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. Keeps up to date timeline of grant performance and programmatic components, closely monitoring contractual obligations in accordance with scope of work and deliverables. Track activities, events, tasks, and assignments related to facilitation of convenings. • <u>Fiscal</u>: Assists with managing Excel tracking systems for contract/subgrant expenditures (manual in Excel and through Salesforce), 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. • <u>Technical Assistance</u>: Understands the data system, CalJOBS and/or Salesforce from grantee and administrative/project management perspective to provide technical assistance for system issues. Work closely with internal and external partners in developing data metrics and guidance, coordinating trainings, and communications to the field (grantees). • <u>Grant Communication Lead</u>: Acts as main point of contact for all project related communications. Oversees requests and inquiries through to the end ensure timely follow-up and exceptional customer service. Acts as liason in initiating cross-branch coordination, collaboration, and assistance. • 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.
30%	<p>Supports program and grant management activities:</p> <ul style="list-style-type: none"> • <u>Quarter Reports</u>: With guidance from management, prepares quarterly report templates for grantees to capture specific program information. Analyzes reports to determine whether or not grantees are on track with Work Plan and outcomes, highlight best practices and lessons learned, and evaluate project's expenditure status. 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. • <u>Presentation of Information/Analysis</u>: Presents findings, inquiries, grantee questions to management in clear comprehensive manner, utilizing training guides and resources to

Civil Service Classification

Staff Services Analyst

Position Number

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25%	<p>research specific guidance. Consults with management, provides recommendations or next steps for grantee.</p> <ul style="list-style-type: none"> Assists with research and utilizes appropriate rules and regulations for both state and federal funding streams. Drafts executive summaries for projects that are awarded as part of the Secretary Action Request (SAR) process, and for executive staff briefings. <p>Additional responsibilities:</p> <ul style="list-style-type: none"> Assists in developing or revising exhibits and instructions for Request for Applications (RFA), grant initiation documents, and grantee onboarding processes. Assists and participates in organizing grant program events (i.e. Community of Practice), which may include developing PowerPoint trainings for application process and/or orientations. Assists CWDB staff from all branches and collaborate with internal and external subject matter experts and stakeholders to complete complex research and analysis for special projects as assigned. 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.
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Lifting: Not Applicable - activity does not exist	Bending/Stooping: Not Applicable - activity does not exist
Other: <i>Click here to enter text.</i>	
Type of Environment:	
<input type="checkbox"/> High Rise <input checked="" type="checkbox"/> Cubicle <input type="checkbox"/> Warehouse <input type="checkbox"/> Outdoors <input type="checkbox"/> Other:	
Interaction with Customers:	
<input type="checkbox"/> Required to work in the lobby <input type="checkbox"/> Required to work at a public counter <input checked="" type="checkbox"/> Required to assist customers on the phone <input checked="" type="checkbox"/> Required to assist customers in person <input type="checkbox"/> Other: N/A	
5. SUPERVISION EXERCISED:	
<i>(List total per each classification of staff)</i>	
None	
6. SIGNATURES	
Employee's Statement:	
<i>I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.</i>	
Employee's Name:	

Civil Service Classification
Staff Services Analyst

Position Number
283-401-5157-976

Employee's Signature:		Date:	
Supervisor's Statement: <i>I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.</i>			
Supervisor's Name:			
Supervisor's Signature:		Date:	
7. HRSD USE ONLY			
Personnel Management Group (PMG) Approval			
<input checked="" type="checkbox"/> Duties meet class specification and allocation guidelines. <input type="checkbox"/> Exceptional allocation, STD-625 on file.	PMG Analyst Initials	Date Approved	
	hcc	11/1/2021	
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