

**DUTY STATEMENT**

DGS OHR 907 (Rev. 09/2018)

☐ Current☒ Proposed

RPA NUMBER <b>23193</b>	DGS OFFICE or CLIENT AGENCY <b>California Arts Council</b>	
UNIT NAME <b>Programs</b>	REPORTING LOCATION <b>Monday - Friday 8:00 a.m. - 5:00 p.m.</b>	
SCHEDULE (DAYS / HOURS) <b>Monday - Friday 8:00 a.m. - 5:00 p.m.</b>	POSITION NUMBER <b>352-310-5393-007</b>	CBID <b>R01</b>
CLASS TITLE <b>Associate Governmental Program Analyst</b>	WORKING TITLE <b>Arts Grant Administrator</b>	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

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

The California Arts Council (CAC) is a state agency with a mission of strengthening arts, culture, and creative expression as the tools to cultivate a better California for all. It supports local arts programming and infrastructure statewide through grants, initiatives, and services. The CAC envisions a California where all people flourish with universal access to and participation in the arts.

Through its new Strategic Framework, the CAC is committed to developing an organizational culture that actively addresses barriers to equity and participation for all Californians, and celebrates the connections and intersections of all our communities. The CAC believes that racial injustice is the most pervasive and entrenched form of injustice permeating the institutions and structures that everyone must access. As outlined in its Racial Equity Statement, the CAC is committed to prioritizing racial equity both internally and externally. The CAC aims to exemplify government by, for, and of the people by focusing on representation, flexibility, and collaboration.

CAC employees are the vital link that ensures the agency and Council's priorities are fully realized. The CAC strives to ensure that its workforce reflects the diversity of California and to foster an environment where all people feel valued and can thrive.

Learn more at <https://arts.ca.gov/about/>.

**POSITION CONCEPT**

Under the direction of the Staff Services Manager II, the Associate Governmental Program Analyst (AGPA) independently performs the more complex and technical analytical work such as developing arts grant program guidelines, data research, summary reports, and internal process documents. This position will support the literary arts programs at the CAC, including the Adult and Youth Poet Laureate Programs as well as the Poetry Out Loud Program.

**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.

**ESSENTIAL FUNCTIONS**

PERCENTAGE	DESCRIPTION
35%	Provides analytical and technical review of CAC grant making processes by implementing grant program policy, assessing and developing grant program requirements, guidelines, application questions and procedures, coordinating grant panels, conducting the facilitation and adjudication processes, processing grant contracts, including edits and compliance/monitoring processes,

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PERCENTAGE	DESCRIPTION
	conducting research on arts grant making procedures/requirements trends, to ensure best practices as a state arts agency in order to make recommendations to management on arts grant making, utilizing grant policies and procedures, the Grant Management System (GMS), grant information located in the agency's website, and Microsoft programs.
30%	Organizes and facilitates strategic outreach and engagement activities with key stakeholders and communities throughout California in order to increase awareness of grant opportunities and decrease barriers to accessing available grants by conducting outreach activities, developing engagement strategies, scheduling workshops and webinars, developing training tutorials, holding town hall meetings/listening sessions, and providing technical expertise to ensure all of California's diverse populations have access on all aspects of CAC programs utilizing various Microsoft programs, Outlook and Teams/Zoom platforms.
20%	Implements policies and directives of the Council by researching and analyzing relevant data sources, preparing issue papers/reports on policies and other structural influences affecting arts and trends in arts funding, preparing and monitoring grant program progress, and communicating with grantees and stakeholders, in order to advise and make recommendations to management on effective strategies and program improvement, to ensure timely identification and resolution of risks and issues, using existing assessment and evaluation instruments, agency manuals, and GMS.
5%	Serves as agency representative at local, statewide, and national meetings and at strategic or leadership conferences in order to support the agency's mission, vision, and goals by identifying recent trends, developing and coordinating agency sponsored events, and making presentations to ensure local, state and out of state agencies are informed of progresses and best practices in the arts sector.
5%	Participates in agency activities to advance racial equity in grant making in order to reach the agency's goals and objectives as outlined in the Racial Equity Action Plan Strategic Framework and makes recommendations to the Deputy Director regarding existing policies based on factual data to ensure ongoing program success and uninterrupted grant program operations utilizing existing resources.

**MARGINAL FUNCTIONS**

PERCENTAGE	DESCRIPTION
5%	Participates as part of a team in the development and coordination of agency events and activities in order to promote the arts in the state.

**WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS**

- Work effectively in standard office configuration, executive offices and cubicles.
- Work effectively in distributed team (working from home) and reporting to the office as needed/required.
- This position requires occasional day and/or overnight travel throughout the state via car, air, and public transit, when permitted under public health guidelines.

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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
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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
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