

**DUTY STATEMENT**

**DUTY STATEMENT**

Employee Name: Vacant	Current Date: 4/10/24
Classification: Associate Governmental Program Analyst (AGPA)	Position #: 673-660-5393-703
Division/Office: MSCD/ITAB	CBID: RO1
Section: Grant Processing Section	
Supervisor Name: Sophia Munoz	Supervisor Classification: SSM I

I certify that this duty statement represents an accurate description of the essential functions of this position.	
Supervisor: Sophia Munoz	Date:

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

**SPECIAL REQUIREMENTS OF POSITION (IF ANY):**

- Designated under Conflict of Interest Code.
- Duties performed may require pre-employment physical.
- Duties performed may require drug testing.
- Duties require participation in the DMV Pull Notice Program.
- Requires the utilization of a 32-pound self-contained breathing apparatus.
- Operates heavy motorized vehicles.
- Requires repetitive movement of heavy objects.
- Works at elevated heights or near fast moving machinery or traffic.
- Performs other duties requiring high physical demand. (Explain below):
- Duties require use of hearing protection and annual hearing examinations.

**SUPERVISION EXERCISED**

<input type="checkbox"/> None	<input type="checkbox"/> Lead Person
<input type="checkbox"/> Supervisor	<input type="checkbox"/> Team Leader

**DUTY STATEMENT**

ASD/HRB-12 (REV. 03/2020) PAGE 2 OF 4

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

Total number of positions in Section/Branch/Office 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 SECTION: The Grant Processing Section is committed to using the most efficient and effective means possible to support the administrative functions of grant management. We are committed to establishing sound and effective fiscal management for grants including acting as the liaison between key stakeholders across the agency and with grantees. We will provide technical assistance in grant agreement development and monitor grant expenditures to ensure compliance with the grant budget.

To accomplish this mission, we commit to the following:

- We will provide technical assistance with grant agreement development, ensuring grants have the most up to date grant language.
- We will review and approve grant disbursement requests and communicate any concerns to key stakeholders on a timely basis.
- We will ensure funding flows to grantees effectively and efficiently coordinating the review and approvals required for disbursement requests, and in accordance with grant budget requirements.
- We will conduct thorough and timely grant fiscal reconciliations as needed to ensure GPS fiscal tracking aligns with the accounting branch and program.

CONCEPT OF POSITION: Under the general direction of the SSMI, incumbents perform the more responsible, varied and complex technical analytical staff service assignments such as program evaluation and planning; policy analysis and formulation; system development; budgeting; planning, management and personnel analysis; and continually provide consultative services to management or others. Incumbents are typically subject-matter generalist who have demonstrated possession of intellectual abilities, management tools, personal qualifications to succeed in a variety of general staff service settings and will be expected to apply such experience effectively, efficiently, and consistently to the assigned MSCD incentive programs. This is the full journey level analyst class, as such contributes to a courteous professional workplace, which includes dealing with challenging stakeholders and presenting themselves in a professional manner, ability to work predictable hours full time, with reliable attendance.

Incumbents are assigned to work on a high performing team adapting to challenging policy, evolving procedural requirements, and adjusting processes accordingly. Incumbents may be assigned to work as analysts, mitigating operation risk by maintaining internal controls, informational systems, and maintaining integrity with grant administration. Incumbents conduct and/or review analytical studies and surveys; formulate procedures, policies and program alternatives; make recommendations on a broad spectrum of administrative and program-related problems; review and analyze proposed legislation and advise management on the impact or potential impact; may act as team leaders or coordinate the effort of representatives of various governmental agencies on larger projects;

**DUTY STATEMENT**

represent the State or given department as assigned; and will facilitate a courteous professional conduct in the workplace, including dealing with challenging stakeholders and presenting themselves in a professional manner. Position may require occasional travel. Perform other related duties.

<u><b>% OF TIME</b></u>	<u><b>RESPONSIBILITIES OF POSITION</b></u>
35 - E	<p>Responsible for maintaining and management of the grant fiscal tracker. Responsible for recording grant disbursements for all active grants. Maintain grant tracker by scheduling and performing quarterly reconciliations with GPS analyst and their assigned grant programs. Work on fiscal reconciliations such as disbursement request and payments and grantee reporting, create grant control registers to track expenditures for each grant to monitor task completion/timing. Responsible for monthly branch fiscal grant reports. Act as the point of contact with CARB Accounting Office. Responsible for tracking grant expenditure progress and analyzing and elevating any funds at risk for reverting well before the liquidation date. Elevate any concerns to SSM I in a timely manner. Facilitate meetings with a variety of groups (including outside stakeholders and ARB management and staff) to provide progress reports; resolve problems; suggest solutions timely to avoid reverting funds; and provide information. Methodically examine the grant budget, and expenditure data to identify current or potential problems; research and suggest solutions to Grant Manager and Grant Coordinator.</p> <p>Responsible for scheduling weekly stakeholder meetings with other CARB divisions. This requires requesting topics for discussion and putting together a weekly agenda. Responsible for note taking and delivering notes to participants in a timely manner.</p>
30 - E	<p>Backup support to analyst for air district grant programs. Responsible for overall coordination of the annual allocations for air district run programs. Responsible for coordinating with other divisions to obtain necessary data and using this data to create annual grant allocations for air districts. Participate in air district planning meetings and provide consultation as it relates to the allocations. Responsible for working with Division staff in grant development, establishing work plans and timelines, and developing grant budgets. Act as liaison between the ASD Grant Coordinator and MSCD Grant manager, obtaining necessary approvals on grant packages. Present updates to division management and staff. Prepare clear and accurate written reports, issue papers, and documentation related to these and other work activities.</p>
10 - E	<p>Monitor adherence to grant allocation or grant budget line item including developing alternatives and recommendations for potential actions to keep spending within signed grant agreement, incentive program policies as directed by the Board, or applicable State law authorizing funding. Identify, research, and recommend grant line-item adjustments as needed and as available.</p>

**DUTY STATEMENT**

10 - E	Liaison to CARB Accounting Office, coordinating to resolve accounting related issues, such as payments, cash flow reports, reconciliations.
10 - E	Represent GPS in meetings as needed. Participate in meetings as the grant processing subject matter expert, providing direction and insight to other MSCD, and CARB divisions or external parties. Requires notetaking and overall coordination for GPS staff and management as needed.
5 - M	Other duties as required, which may include site visits to survey grant activities to validate grant reports. Occasional travel may be required. Provide back up to the other grant analysts within GPS, and other duties as needed.