

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current☒ Proposed

RPA NUMBER 29215 & 29181	DGS DIVISION / OFFICE or CLIENT AGENCY California Arts Council	
UNIT NAME Programs	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) 2750 Gateway Oaks Drive, #300, Sacramento, CA 95833	
CIVIL SERVICE CLASSIFICATION Associate Governmental Programs Analyst	POSITION NUMBER 352-310-5393-009/012	CBID R01
POSITION ELIGIBLE FOR TELEWORK: ☒ Yes ☐ No	PROBATIONARY PERIOD ☐ 6 Months ☐ 12 Months ☐ N/A	WORK WEEK GROUP
WORK SCHEDULE (DAYS / HOURS) Monday - Friday / 8:00 am - 5:00 pm	TENURE Permanent	
WORKING TITLE Arts Programs Specialist - Telework Option	TIMEBASE Fulltime	
DESIGNATED POSITION FOR CONFLICT OF INTEREST (COI): ☒ Yes ☐ No	BILINGUAL POSITION: ☐ Yes ☒ No LANGUAGE NEEDED: ☐ Verbal ☐ Written Proficiency language in: _____	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

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

The California Arts Council's (CAC) mission is to advance California through arts and creativity. The four goals of the agency include 1) Building public will and resources for the arts- ensure strong support for the arts statewide among the public, elected officials, and decision makers; 2) Diversity, access and partnerships- Ensure the CAC's work is reflective of California's diverse populations and accessible to all; 3) Thought leadership- Establish the CAC as a leading authority and champion for the arts in California, regionally, and nationally; 4) Programs and services- Ensure programmatic excellence, effectiveness, and relevance in all of the CAC's programs and services. Our agency mission, goals and objectives are intended to ensure that the arts are recognized, celebrated, and supported in communities across the state.

The California Arts Council values diversity at all levels of the organization and is committed to fostering an environment in which employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. The CAC believes the diversity of our employees and their unique ideas inspire innovative solutions to further our mission of bringing arts and creativity to all Californians.

POSITION CONCEPT

Under the direction of the Staff Services Manager (SSM) I, the Associate Governmental Program Analyst (AGPA) / Arts Programs Specialist (APS) in the California Arts Council (CAC) Programs Unit independently performs the more complex and technical analytical work such as developing arts grant program guidelines, contract services, data research, summary reports, and internal process documents.

SPECIAL REQUIREMENTS ☐ Medical Clearance ☐ Background Clearance ☐ Typing ☐ DMV Pull Notice ☐ Drug Testing
☐ Vehicle Home Storage Permit ☐ Driver's License and Class (specify below in Description) ☐ Certificate (specify below in Description)
☐ Professional License (specify below in Description) ☐ Other (specify below in Description)

Telework

The employee must reside in California.

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
35%	Provides analytical and technical review of CAC grant making and service contract processes by

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	implementing grant/contract program policy, assessing and developing grant/contract program requirements, guidelines, application and Requests for Proposals, questions and procedures, coordinating grant/contract panels, conducting the facilitation and adjudication processes, processing grant contracts, including edits and compliance/monitoring processes, conducting research on arts grant/contract 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 funding opportunities and to decrease barriers to accessing available grants and contracts 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 that all of California's diverse populations have access to all aspects of CAC programs utilizing various platforms, including Microsoft Office, Outlook, and Teams/Zoom platforms.
20%	Implements policies and directives from 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 the online grants management system.
10%	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 that local, state, and out-of-state agencies are informed of progress and best practices in the arts sector.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
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 regarding grant policy and objectives to ensure ongoing program success utilizing existing resources such as the CAC Strategic Framework, Grants Management System, and the Racial Equity Action Plan. Performs other duties as required in alignment with the Associate Governmental Program Analyst position class specifications.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS☒ Travel (Specify the percentage in the travel box below)Travel 3 % of the time to various locations and may include overnight travel by various methods of transportation.

This position is Hybrid and eligible for telework up to three days per week in accordance with Statewide Telework Policy, with required in-office attendance at the Sacramento office on Wednesdays and Thursdays and/or as needed/required. Beginning July 1, 2026, telework eligibility will be reduced to one day per week, with in-office attendance required four days per week and/or as needed/required. The successful candidate must reside in

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California at the time of appointment.

- Regular use of standard office equipment, data and communications-related technologies such as personnel computer applications, telecommunications equipment, Internet, voice mail, etc.
- Professional office environment working in standard office configuration, executive offices and cubicles.
- Maybe required to transport documents/material with use of a handcart up to 25 lbs.
- Fast-paced work environment with competing priorities and tight deadlines.
- Up to 3% occasional travel via car and/or public transit as permitted under public health guidelines for training/ meetings.

DESIRABLE QUALIFICATIONS

- Communicate appropriately with internal and external stakeholders, both orally and in writing.
- Facilitate processes effectively and address deficiencies proactively.
- Analyze issues, solve problems, develop report narratives and recommend well-considered solutions.
- Be self-motivated and identify opportunities for improvement and manage changing priorities effectively.
- Show a high level of organization, attention to detail, and the ability to meet deadlines.
- Handle sensitive and confidential issues in an appropriate manner.
- Work both independently and in a team environment executing tasks with a high level of Customer Service.

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 these duties with my supervisor and have received a copy of the duty statement. I have read and understand the duties and essential functions listed above and I am able to complete the essential functions with or without a reasonable accommodation. (If you believe you need a reasonable accommodation or you are unsure if you need a reasonable accommodation, please inform the hiring manager and contact the Reasonable Accommodation Unit at reasonableaccommodation@dgs.ca.gov)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED

I have discussed the duties of the position with the employee and certify the duty statement represents an accurate description of the essential functions of the position. I have provided the employee with a copy of this duty statement.

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED