



DUTY STATEMENT

BRANCH STATE PLANNING AND POLICY DEVELOPMENT		POSITION NUMBER (Agency – Unit – Class – Serial) 368-695-5393-022			<input checked="" type="checkbox"/> CURRENT <input type="checkbox"/> PROPOSED	
PROGRAM MILITARY AFFAIRS		CLASSIFICATION TITLE Associate Governmental Program Analyst				
SECTION/UNIT (If applicable) Choose an item.		WORKING TITLE Installations Readiness Defense Grant Specialist				
REGIONAL HUB Choose an item.		COI Yes	WWG 2	CBID R01	TENURE LT	TIME BASE FT
WORK SCHEDULE M-F 8am-5pm	SUPERVISION EXERCISED None	SPECIFIC LOCATION ASSIGNED TO 1400 10th Street, Sacramento, CA 95814				
INCUMBENT (If known)		EFFECTIVE DATE				
PRIMARY DOMAIN (IT positions only)		Choose an item.				

AGENCY OVERVIEW

The Governor's Office of Land Use and Climate Innovation (LCI) serves the Governor and his Cabinet as staff for long-range planning and research and constitutes the comprehensive state planning agency. LCI assists the Governor and the Administration in planning, research, policy development, and legislative analysis. LCI formulates long-range state goals and policies to address land use, climate change, population growth and distribution, urban expansion, infrastructure development, groundwater sustainability and drought response, and resource protection. LCI's budget programs include State Planning and Policy Development, Strategic Growth Council, and Racial Equity Commission. LCI is a fast-paced, creative work environment that requires staff to have strong collaboration skills, an ability to quickly respond to changing policy needs, and a positive attitude and sense of humor. Proven commitment to creating a work environment that celebrates diverse backgrounds, cultures, and personal experiences. LCI serves as the steward of California's multi-faceted relationship with the military, and as a liaison to coordinate military land-use compatibility issues and effective inclusion of the military in the development and implementation of state energy, climate, and environmental policy. Recognizing the importance of collaboration between the military and local governments and communities, the California State Legislature has granted LCI significant statutory authorities to facilitate and foster military and state/local government and community relationships.

GENERAL STATEMENT

Under the direction of the Director of Military Affairs, the Associate Governmental Program Analyst (Installations Readiness Defense Grant Specialist) manages the grant administration and programmatic functions of LCI's U.S. Department of Defense (DoD) grants and provides policy, strategy and administrative support to the Military Affairs team as needed. The incumbent coordinates the administrative operations of national security related grant programs, assists in reviewing and preparing programmatic and financial reports according to federal reporting protocols, and acts as the grant administrator and fiscal agent during the lifecycle of grants including specific actions involved in pre-award, award, and post award phases. The incumbent organizes, prepares materials for, participates in, and prepares summaries of policy development and program management meetings. The Defense Grant Specialist participates in developing and managing a portfolio of assigned projects.

This is an analyst classification characterized by the responsibility for performing analytical and administrative supportive tasks, carrying out responsibilities utilizing independent decision-making and judgement. The incumbent is expected to possess an understanding of technical and political processes, including federal grants management, military affairs, cybersecurity, military installation resilience, defense industrial base and national security policy. The incumbent must issues and reason logically, use a variety of analytical techniques and tools to resolve complex issues, and develop and evaluate alternatives to inform decision makers and stakeholder groups.



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% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use addition sheet if necessary)</i>
100%	ESSENTIAL FUNCTIONS
35%	<p>Administrative Operations of Grant Programs</p> <p>Coordinate the administrative operations of the grant program. Perform grant management functions including working with LCI Finance/Accounting and the Grant Director to manage the program's budget, prepare and submit required periodic grant reports, lead internal procurement processes, manage contractor contracts, and ensure collaboration with LCI Contracts and Procurement team. Draft and manage requests for proposals, subrecipient grant agreements, and contractor agreements, including relevant amendments in compliance with state and federal procurement requirements. Interface with federal awarding agencies, clearly communicating effectively with team members and other stakeholders. Keep track of grant team's administrative and fiscal progress and, when issues arise, resolve them and communicate effectively with team members and other stakeholders. Develop, document, and update standard operating procedures, internal workflows, and desk guides for grant management, procurement coordination, and reporting to ensure consistency, compliance, and continuity of operations.</p>
30%	<p>Programmatic and Financial Reporting</p> <p>Prepare programmatic and financial reports according to DoD/OLDCC's standard reporting protocols. Work closely with LCI's operations, budgeting and accounting personnel to gather input for all projects and comply with requests for performance and financial reporting and other information. Keep record of various project progress with tools and status reports. Prepare, edit, write, and review financial reports according to federal and state protocols.</p>
30%	<p>Grant Administrator and Fiscal Agent</p> <p>Act as the fiscal agent for the duration of the grant. Develop and monitor program budgets, include contractual and award recipient project budgets, perform any necessary reallocation analysis and amendment processes. Manage periodic (monthly, quarterly, annual, and close-out) grant and sub-grant reconciliations, maintain accounting records, monitor grant related purchase orders, process reimbursement requests to DoD, ensure payments to sub-grantees and update Excel spreadsheets for adequate financial operations and federal reporting. Review and process financial invoices, identify financial discrepancies and issues when they arise, resolve them and communicate effectively with team members and other stakeholders.</p>
	MARGINAL FUNCTIONS
5%	Perform other job-related duties as required.

KNOWLEDGE AND ABILITIES

Knowledge of: Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; and government functions and organization.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively; consult with and advise administrators or other interested parties on a wide variety of



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subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work.

DESIRABLE QUALIFICATIONS:

- Grant management experience, including federal grant development and grant administration
- Programmatic budget development and management experience
- Understanding of military affairs, cybersecurity, military installation resilience, defense industrial base and national security policy
- Superior organizational and time-management skills
- Clear and inclusive communicator
- Strong writing skills
- Strong analytical and problem-solving skills
- Attention to detail and thoroughness in completing assigned duties
- Knowledge of and demonstrated proficiency in the use of modern office software (e.g., Windows, Microsoft Word, PowerPoint, Adobe Professional, Adobe Acrobat, database software, virtual meeting and file sharing platforms) with demonstrated advanced level competencies using spreadsheets
- Ability to organize, prioritize and manage multiple projects independently, often with tight deadlines
- Ability to work with confidential and sensitive information and records
- Exceptional team player with a strong ability to contribute positively

SPECIAL PERSONAL REQUIREMENTS:

- Maintains consistent attendance
- Demonstrates punctuality, initiative, and dependability
- Must be U.S. citizen

SPECIAL PHYSICAL CHARACTERISTICS: Persons appointed to this position must be reasonably expected to lift, carry, push, pull, or otherwise move objects weighing up to 10lbs with or without reasonable accommodation. Involves sitting most of the time but may involve walking or standing for brief periods of time. Occasional/overnight travel up to 15% may be required.

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

SUPERVISOR'S STATEMENT: *I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE AND HAVE PROVIDED A COPY OF THE DUTY STATEMENT TO THE EMPLOYEE.*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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EMPLOYEE'S STATEMENT: *I HAVE READ AND UNDERSTAND THE DUTIES LISTED ABOVE AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION. (IF YOU BELIEVE REASONABLE ACCOMMODATION IS NECESSARY, DISCUSS YOUR CONCERNS WITH YOUR HIRING SUPERVISOR. IF UNSURE OF A NEED FOR REASONABLE ACCOMMODATION, INFORM YOUR HIRING SUPERVISOR, WHO WILL DISCUSS YOUR CONCERNS WITH HUMAN RESOURCES OFFICE).*

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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BRANCH STATE PLANNING AND POLICY DEVELOPMENT		POSITION NUMBER (Agency – Unit – Class – Serial) 368-668-5157-XXX			<input type="checkbox"/> CURRENT <input checked="" type="checkbox"/> PROPOSED	
PROGRAM MILITARY AFFAIRS		CLASSIFICATION TITLE Staff Services Analyst				
SECTION/UNIT (If applicable) Choose an item.		WORKING TITLE Installations Readiness Defense Grant Analyst				
REGIONAL HUB Choose an item.		COI Yes	WWG 2	CBID R01	TENURE LT	TIME BASE FT
WORK SCHEDULE M-F 8am-5pm	SUPERVISION EXERCISED Choose an item.	SPECIFIC LOCATION ASSIGNED TO Choose an item.				
INCUMBENT (If known)		EFFECTIVE DATE				

PRIMARY DOMAIN (IT positions only)	Choose an item.
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AGENCY OVERVIEW

The Governor's Office of Land Use and Climate Innovation (LCI) serves the Governor and his Cabinet as staff for long-range planning and research and constitutes the comprehensive state planning agency. LCI assists the Governor and the Administration in planning, research, policy development, and legislative analysis. LCI formulates long-range state goals and policies to address land use, climate change, population growth and distribution, urban expansion, infrastructure development, groundwater sustainability and drought response, and resource protection. LCI's budget programs include State Planning and Policy Development, Strategic Growth Council, and Racial Equity Commission. LCI is a fast-paced, creative work environment that requires staff to have strong collaboration skills, an ability to quickly respond to changing policy needs, and a positive attitude and sense of humor. Proven commitment to creating a work environment that celebrates diverse backgrounds, cultures, and personal experiences. LCI serves as the steward of California's multi-faceted relationship with the military, and as a liaison to coordinate military land-use compatibility issues and effective inclusion of the military in the development and implementation of state energy, climate, and environmental policy. Recognizing the importance of collaboration between the military and local governments and communities, the California State Legislature has granted LCI significant statutory authorities to facilitate and foster military and state/local government and community relationships.

GENERAL STATEMENT

Under the supervision of the Director of Military Affairs, the Staff Services Analyst (Installations Readiness Defense Grant Analyst) manages the grant administration and programmatic functions of LCI's U.S. Department of Defense (DoD) grants and provides policy, strategy and administrative support to the Military Affairs team as needed. The incumbent coordinates the administrative operations of national security related grant programs, assists in reviewing and preparing programmatic and financial reports according to federal reporting protocols, and acts as the grant administrator and fiscal agent during the lifecycle of grants including specific actions involved in pre-award, award, and post award phases. The incumbent organizes, prepares materials for, participates in, and prepares summaries of policy development and program management meetings. The Defense Grant Specialist participates in developing and managing a portfolio of assigned projects.

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100%	ESSENTIAL FUNCTIONS
35%	<p>Administrative Operations of Grant Programs</p> <p>Coordinate the administrative operations of the grant program. Assist grant management functions including working with LCI Finance/Accounting and the Grant Director to support the program's budget, help prepare and submit required periodic grant reports, assist internal procurement processes, support contractor contracts, and ensure collaboration with LCI Contracts and Procurement team. Draft and manage requests for proposals, subrecipient grant agreements, and contractor agreements, including relevant amendments in compliance with state and federal procurement requirements. Interface with federal awarding agencies, clearly communicating effectively with team members and other stakeholders. Keep track of grant team's administrative and fiscal progress and, when issues arise, resolve them and communicate effectively with team members and other stakeholders. Assist in developing, documents, and update standard operating procedures, internal workflows, and desk guides for grant management, procurement coordination, and reporting to ensure consistency, compliance, and continuity of operations.</p>
30%	<p>Programmatic and Financial Reporting</p> <p>Assist in preparing programmatic and financial reports according to DoD/OLDCC's standard reporting protocols. Work closely with LCI's operations, budgeting and accounting personnel to gather input for all projects and comply with requests for performance and financial reporting and other information. Keep record of various project progress with tools and status reports. Prepare, edit, write, and review financial reports according to federal and state protocols.</p>
30%	<p>Grant Administrator and Fiscal Agent</p> <p>Support the fiscal agent for the duration of the grant. Assist with developing and monitor program budgets, including contractual and award recipient project budgets, perform any necessary reallocation analysis and amendment processes. Assist with managing periodic (monthly, quarterly, annual, and close-out) grant and sub-grant reconciliations, maintain accounting records, monitor grant related purchase orders, process reimbursement requests to DoD, ensure payments to sub-grantees and update Excel spreadsheets for adequate financial operations and federal reporting. Assist in reviewing and processing financial invoices, identify financial discrepancies and issues when they arise, resolve them and communicate effectively with team members and other stakeholders.</p>
	MARGINAL FUNCTIONS
5%	Perform duties not listed that contribute to the job if needed.

KNOWLEDGE AND ABILITIES

Knowledge of: Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; and government functions and organization.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively; consult with and advise administrators or other interested parties on a wide variety of



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