

ALERT: This form is mandatory for all Requests for Personnel Action (RPA).

INSTRUCTIONS: Before completing this form, read the instructions located on last page.

Section A: Position Profile

A. DATE 1/6/2026	B. APPOINTMENT EFFECTIVE DATE	C. INCUMBENT NAME Vacant
D. CIVIL SERVICE CLASSIFICATION Associate Governmental Program Analyst		E. POSITION WORKING TITLE Digital Capacity Grant Analyst
F. CURRENT POSITION NUMBER 695-537-5393-004		G. PROPOSED POSITION NUMBER (Last three (3) digits assigned by HR)
H. OFFICE / SECTION / UNIT / PHYSICAL LOCATION OF POSITION Broadband/Office of Broadband and Digital Literacy/ West Sacramento		I. SUPERVISOR NAME AND CLASSIFICATION Kristina Crowe, Staff Services Manager I
J. WORK DAYS / WORK HOURS / WORK SHIFT (DAY, SWING, GRAVE) MONDAY – FRIDAY/ 8:00 AM – 5:00 PM/ DAY		K. POSITION REQUIRES: FINGERPRINT BACKGROUND CHECK <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO DRIVING AN AUTOMOBILE <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

Section B: Position Functions and Duties

Identify the major functions and associated duties, and the percentage of time spent annually on each (list higher percentages first).

	<p>Information Technology Domains (Select all domains applicable to the incumbent's duties/tasks.)</p> <p><input type="checkbox"/> Business Technology Management <input type="checkbox"/> IT Project Management <input type="checkbox"/> Client Services <input type="checkbox"/> Information Security Engineering <input type="checkbox"/> Software Engineering <input type="checkbox"/> System Engineering</p>
	<p>Organizational Setting and Major Functions</p> <p>The Associate Governmental Program Analyst (AGPA), Digital Capacity Grant Analyst works under the direction of the Staff Services Manager I (SSM I) with extensive, close interaction with other Office leaders and staff.</p> <p>The AGPA supports the development and implementation of digital equity grant programs.</p> <p>Additionally, the AGPA will support the management of various contracts and procurements, including requests for bids/proposals, bid/proposal evaluation, grant audits and reimbursable services agreements, and interagency agreements (IAAs). The AGPA will support responsibilities for gathering and preparing reporting requirements on federal funding opportunities.</p> <p>The AGPA will exercise sound reason and judgement in supporting the Administrative Grants and Procurement functions of the Office of Broadband and Digital Literacy (OBDL). The AGPA will support cross-functional teams within the OBDL and the California Department of Technology (CDT) as needed.</p> <p>The AGPA will exercise a high degree of initiative, demonstrate tact, and exercise sound judgment that recognizes the best interests of the State and the CDT</p>
% of time performing duties 40%	<p>Essential Functions (Percentages shall be in increments of 5, and should be no less than 5%.)</p> <p>Development & Implementation of Grant Programs</p> <ul style="list-style-type: none"> Support the development and implementation of a State Digital Equity Grant Program, Broadband for All, and other digital equity initiatives. Identify, maintain, and complete administrative tasks related to grant management and implementation. Support the development, drafting, and revision of guidelines, application materials, grant amendments, and grant agreements for OBDL's digital equity initiatives. Develop tracking system(s) and process for all digital equity grants for OBDL. Develop and provide technical assistance to grantees. Track the progress and performance of grants to ensure compliance with statutes and grant terms. Support staying in compliance with funding sources and statutory requirements and keeping up to date on any changes in legislation and/or grants program requirements.

35%

Procurement / Contracts

- Assist the Broadband Business Services SSM I with managing multiple procurement and contract activities.
- Assist the Broadband Business Services SSM I with overseeing procurement and contract performances ensuring that all timelines, requirements, reports, and terms are all met.
- Monitor the completion of work authorizations, work authorization acceptance documents, invoices to ensure timely response.
- Monitor, identify procurement and contract agreements and provide continuous assessments of status.
- Support the development and implementation of procurements related to Broadband for All and other digital equity initiatives.
- Provide advisory and consultative services for Broadband for All and Digital Equity-related initiatives.

20%

Reporting

- Assist the Broadband Business Services SSM I with all reporting requirements related to grants, contracts, and procurement processes.
- Track grants, contracts, and procurement deliverables.
- Manage and track reporting and compliance required for state and federal entities.
- Prepare reports on grantee progress and develop recommendations to improve grantee performance and resolve issues.
- Support with tracking spending on grants, contracts, and procurement processes.
- Assist with tracking of OBDL engagements in Customer Relationship Management (CRM) software.

Track and regularly update records and tracking systems related to grants, contracts, and procurement.

5%

Marginal Functions (Percentages shall be in increments of 5, and should be no more than 5%.)

- Other duties as assigned.
- Perform other administrative functions as required, including attendance at departmental meetings, and required trainings.
- Other related duties as required.

Work Environment Requirements

- The incumbent may be required to work outside of normal business hours and is required to carry a mobile device.
- The incumbent may be required to travel to meetings or customer department sites within the greater Sacramento area.
- The incumbent must maintain excellent attendance in order to perform these functions.

Allocation Factors (Complete each of the following factors.)

Supervision Received:

The Digital Capacity Grant Analyst will receive broad administrative direction from the Broadband Business Services SSM I. The AGPA will work independently with minimal direct supervision, works as part of project teams, and may be a team leader.

Actions and Consequences:

The incumbent is responsible for carrying out the policies, processes, and procedures that are used throughout State government and are implemented statewide. It is critical that the incumbent be able to maintain a high level of professionalism, diplomacy, and tact as this position must be able to successfully communicate and develop cooperative working relationships with representatives of all levels of government, the public, the broadband industry, and the Legislative and Executive branches; analyze complex problems and recommend effective courses of action; and prepare, review and present critical reports.

Personal Contacts:

The AGPA will have contact with the OBDL Deputy Director, Assistant Deputy Director, OBDL Staff Management, and other CDT employees as necessary.

Administrative and Supervisory Responsibilities:(Indicate "None" if this is a non-supervisory position.)

None.

Supervision Exercised:

None.

Other Information

Desirable Qualifications: (List in order of importance.)

The incumbent should possess the following skills/abilities to perform the essential functions of the position:

- Familiarity with working on State managed grant programs.
- Familiarity working, reporting, tracking, and monitoring budgets of federal grants.
- Developing draft reports for federal grants and analysis.
- Familiarity and experience with State procurement and contracts.
- Ability to track and monitor vendor contracts.
- Experience in developing and reporting on contract and procurement processes.
- Experience interacting and sharing out information related to grant subject matter expertise.
- Knowledge of managing grant processes such as reporting, audits, implementation, and support of grant financial tracking.
- Knowledge of the California's Broadband for All program, State Digital Equity Planning process, and other digital equity initiatives.
- Proficiency with Excel, Microsoft Office, Word, PowerPoint, WordPress.
- High degree of political and emotional intelligence.
- Excellent writing and editing skills.
- The ability to work with minimal supervision by being a self-motivator and a team player.
- Excellent organization, analytical, written, and oral communication skills, and the ability to effectively work with staff and stakeholders at all levels.
- The ability to handle changing priorities, and work under pressure within time constraints.

INCUMBENT STATEMENT: I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.

INCUMBENT NAME (PRINT)

INCUMBENT SIGNATURE

DATE

SUPERVISOR STATEMENT: I have discussed the duties of this position with the incumbent.

SUPERVISOR NAME (PRINT)

SUPERVISOR SIGNATURE

DATE