

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

VACANT

CLASSIFICATION:

Analyst II

POSITION NUMBER:

022-5393-701

DIVISION/BRANCH/REGION: (UNDERLINE ALL THAT APPLY)

Office of Equity/Immigrant Integration Branch/Sacramento

BUREAU/SECTION/UNIT: (UNDERLINE ALL THAT APPLY)

Immigration Services Bureau/Infrastructure & Engagement

SUPERVISOR'S NAME:

Alexandra González

SUPERVISOR'S CLASS:

Supervisor I

SPECIAL REQUIREMENTS OF POSITION (CHECK ALL THAT APPLY):

- ☐ Designated under Conflict of Interest Code.
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Requires repetitive movement of heavy objects.
- ☐ Performs other duties requiring high physical demand. (*Explain below*)
- ☒ None
- ☐ Other (*Explain below*)

I certify that this duty statement represents an accurate description of the essential functions of this position.

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

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S SIGNATURE

DATE

SUPERVISION EXERCISED (*Check one*):

☒ None Supervisor | Lead Person | Team Leader

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

Total number of positions 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 ORGANIZATIONAL UNIT:

The Infrastructure and Engagement Unit pursues the continued investment in the infrastructure of the immigration legal field, to promote stakeholder engagement and to work towards improving immigration programs to effectively support vulnerable and at-risk immigrants in California.

CONCEPT OF POSITION:

Under the direction of the Supervisor I, Analyst II is responsible for developing and overseeing grant agreements with service providers who provide outreach, education, and application assistance for Deferred Action for Childhood Arrivals (DACA), Naturalization, Removal Defense, legal services for individuals including, but not limited to, Unaccompanied Undocumented Minors (UUM) and in Higher Education.

A. RESPONSIBILITIES OF POSITION:

40% Lead in the preparation of funding applications, awards to service providers, and tracking of expenditures. Provides analysis, review and maintenance of all grant agreements with service providers and processes of grant invoices. Develops, reviews, analyzes, writes, and processes complex grant agreements utilizing the technical and difficult competitive award processes. Analyzes final departmental review of grant agreements requiring approval, and ensures assigned grant management responsibilities and activities conform to grant laws, rules, policies, procedures, and statutes. Writes scope(s) of work and composes and responds to correspondence regarding grant agreements procedures, activities, and issues affecting State of California granting. Develops and maintains a database to track grant agreements and provide status updates to management throughout the grant process. Evaluates complex grants to ensure compliance with all grant agreements provisions. Develops and maintains Microsoft Excel spreadsheets to track grant expenditures; documents all communications with vendors; interprets, reviews, and provides recommendations to management. Provides weekly, monthly, and quarterly reports to management as requested or needed.

30% Attends, presents at and leads meetings with internal staff on sensitive and/or complex grant agreements to assist in developing grants. Develops and prepares the Request for Applications. Evaluates and requests amendments, renewals, or new grants to meet the business needs of the Immigration Unit. Reviews and provides an initial approval of invoices for payment to substantiate expenditures for work performed and prevent late payment penalties. Monitors and documents the performance of grantees through the evaluation of grantee's quarterly reports.

15% Evaluates and makes recommendations in the qualification and award process for potential grantees, which include program concept development. Participates in the monitoring of service providers to ensure adherence to grant agreements requirements. Gathers and analyzes data to develop of the Immigration Unit policies and procedures necessary for program implementation. Provides guidance and consultation regarding grant agreement administration.

10% Lead in the collection, receipt, and dissemination of program-related information to stakeholders, as appropriate. Develop and issue responses to inquiries from federal, state, and county agencies, the media, Legislators, and the general public in regards to immigration programs and data.

5% Travel and participate in immigration related work, as requested or needed. Willingness to monitor a mobile phone and respond to phone calls or electronic mail. In addition, travels to monitor grantee agreements through site visits and may be requested to attend in-person convening or conferences. Travel may result in overtime work.

B. SUPERVISION RECEIVED:

The Analyst II receives direction from the Supervisor I. The assignments usually come from the Supervisor I, but may come from the Bureau Management or Branch Chief. The analyst is expected to work independently to produce complete products. In addition, the analyst is expected to coordinate work in progress with all other affected units/organizations. Products are reviewed for completeness and consistency.

C. ADMINISTRATIVE RESPONSIBILITY:

None.

D. PERSONAL CONTACTS:

The Analyst II interfaces with all levels of departmental managers, supervisors and employees, as well as legislative staff, nonprofit organizations, other state agencies and departments, and advocates involving immigration issues.

E. ACTIONS AND CONSEQUENCES:

Documents and correspondence prepared by the Analyst II will be the basis for making policy and grant agreement decisions affecting the Immigration Services programs and its population in California. Such documents must take into consideration all factors and alternatives to ensure that enough information is provided for the Administration to make educated decisions. Inaccurate or inadequate information could result in inappropriate decisions that affect part or all of the needy immigrant population in California or poor program operations and delivery of services.

F. OTHER INFORMATION:

Overnight travel may result in overtime work.