

## Department of Health Care Access and Information

### Duty Statement

Proposed

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| <b>Employee Name</b><br>Vacant             | <b>Organization</b><br>Department of Health Care Access and Information<br>Office of Health Workforce Development (OHWD)<br>Grants Management Branch<br>Grants Management Section C |                                  |
| <b>Position Number</b><br>441-222-5393-XXX | <b>Location</b><br>Sacramento   | <b>Telework Option</b><br>Hybrid |
| <b>Classification</b><br>Analyst II        | <b>Working Title</b><br>Program Officer   |                                  |

#### **General Description**

The Analyst II (Program Officer), under the direction of the Supervisor I in the Grants Management Section, in a highly independent manner, performs the more responsible, varied, and complex technical and consultative activities for primary care and behavioral health programs, including the BH-CONNECT initiative. Develops new program funding announcements and applications, processes and evaluates grant proposals, and develops and monitors contracts and budgets. Routinely provides consultative services to management and external stakeholders regarding funding applications and contracts. Generates and provides data to management and stakeholders on funding application outcomes. Performs fiscal and program reviews of funded applicants, as needed. Makes recommendations for improvement to funding and contracting processes. Participates in the development and testing of software tools to manage grants, invoices, and contract reporting.

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| <b>Supervision Received</b>       | Reports directly to the Supervisor I of the Grants Management Section C   |
| <b>Physical Demands</b>           | Must be able to perform the duties contained in this duty statement with or without reasonable accommodation.   |
| <b>Typical Working Conditions</b> | Requires use of telephone and computer, frequent contact with employees and the public, and mobility to various employee work areas and other areas of the Department of Health Care Access and Information (HCAI). Some travel may be required. The standard work schedule is between 8:00 a.m. to 5:00 p.m., Monday through Friday. |

#### **Job Duties**

**E = Essential, M = Marginal**

##### 40% E **Develop and Monitor Contracts**

Independently establish contracts providing funding to awardees consistent with state laws and regulations, federal rules, and HCAI advisory bodies' guidance and approval. Establish contractual budgets and/or award schedules. Liaise with OHWD's Program Data and Evaluation Team to ensure awardees are contractually obligated to provide program evaluation information. Liaise with HCAI's Office of Administrative Services to ensure compliance with state contract and accounting laws. Prepare and present summary documents for HCAI executive management that highlight contract provisions and awardee noncompliance. Ensure all contracts are approved by HCAI executive management. Monitor contracts to ensure awardees comply with contract provisions, including the analysis of contract deliverables and approval of invoices. Develop contract amendments to adjust provisions of the contract, including, but not limited to budget, award amount, and/or duration of contract. Ensure all

contracts are approved by HCAI executive management or a designee. Develop summary documents closing out contract agreements or providing factual information when an awardee fails to comply with contract provisions. Liaise with the Office of Administrative Services to recapture funds when awardees fail to comply with contract provisions. Perform desk reviews to monitor fiscal and program performance as needed.

35% E **Develop, Manage, and Evaluate Grant Applications**

Provide guidance and technical assistance in the development, implementation, and maintenance of grant awards. Review progress reports and monitor projects for programmatic and budgetary compliance with grant awardee agreements, program guidelines, authorizing state and federal legislation, and program Grant Guides. Identify any fiscal, programmatic, and administrative issues requiring action by department staff or management. Complete other correspondence related to programmatic and fiscal issues of assigned projects. Liaise with OHWD's Program Data and Evaluation Team to ensure the application captures information for program evaluation. Coordinate with the Office of Information Services in the development and testing of software tools to manage grant applications and award processes. Evaluate funding requests to ensure they meet the criteria specified by state and federal laws and regulations, and HCAI priorities. Provide recommendations on funding to HCAI advisory bodies and/or executive leadership. Develop and maintain tools to support scoring and prioritization of applications for funding. Coordinate work groups and/or teams of subject matter experts to score applications.

10% E **Monitor Contract Budgets**

Review and manage the awardee budget, including processing any budget adjustments, per the grant or contract agreement. Reconcile program budget records, which include the following: review the program's budget expenditures, monitor local assistance expenditures and appropriation balances, and prepare responses to budgeting and accounting inquiries generated by HCAI's Budgets and Accounting offices. Recapture any unspent or inappropriately spent funds per the contract agreement and HCAI processes.

10% E **Funding Application Technical Assistance**

Provide technical assistance and guidance to potential applicants to support the use of automated systems through various means, including, but not limited to, conference calls, video conferencing, responses to frequently asked questions, and/or one-on-one phone conversations.

5% M Perform other related duties as required.

**Other Expectations**

- Demonstrate a commitment to building an inclusive work environment that promotes HCAI's diversity, equity, and belonging where employees are appreciated and comfortable as their authentic selves.
- Demonstrate a commitment to maintaining a work environment free from workplace violence,
- discrimination, and sexual harassment.
- Demonstrate a commitment to HCAI's Mission, Vision, and Goals.
- Demonstrate a commitment to HCAI's Core Values and Guiding Principles.

- Maintain good work habits and adhere to all HCAC policies and procedures.

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**To Be Signed by the Employee and Immediate Supervisor**

I have read and understand the duties and expectations of this position.

I have discussed the duties and expectations of this position with the employee.

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Employee Signature/Date

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Supervisor Signature/Date