

**State of California - Department of Social Services
DUTY STATEMENT**

EMPLOYEE NAME:

CLASSIFICATION:

Analyst II

POSITION NUMBER:

800-665-5393-746DIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)***Administration/Contracts & Procurement Services Branch**BUREAU/SECTION/UNIT: *(UNDERLINE ALL THAT APPLY)***Purchasing - IT Acquisitions & Grants Bureau/Grants and MOU Unit**

SUPERVISOR'S NAME:

Alessandra Langen

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 Contracts and Procurement Services Branch provides centralized acquisition services to all statewide organizations within the California Department of Social Services (CDSS) and the California Health and Human Services Agency. The Grants MOU Unit supports CDSS programs and goals by collaborating with customers and stakeholders to deliver timely, accurate, and legally binding grants and Memoranda of Understanding (MOUs).

CONCEPT OF POSITION:

Under the direction of a Supervisor I and in alignment with CDSS's mission and customer service standards, the Grants MOU Analyst works independently with minimal supervision to produce complete, accurate staff work. The position requires professionalism, courtesy, timely responses to internal and external customers, and consistent follow-through on assignments. The Analyst is responsible for conducting research, compiling and analyzing data, and using findings to draft and execute grant and MOU agreements. Specific responsibilities may include:

A. RESPONSIBILITIES OF POSITION:

35% Independently analyzes, evaluates, drafts, and amends complex grant and MOU agreements, including state and federal grant documents, Request for Applications (RFAs), scopes of work, budgets, timelines, and terms and conditions. Exercises independent judgment with general direction from the Supervisor I. Identifies complex or non-standard issues related to funding, procurement, and compliance, and develops recommendations to resolve issues. Coordinates with program staff, administrative partners, and management to support agreement execution and invoicing in compliance with applicable laws, regulations, and program goals.

25% Ensures grants and MOUs comply with applicable state and federal laws, regulations, and departmental policies. Maintains current knowledge of grant, contract, and procurement requirements. Independently researches and resolves complex agreement issues and consults with Legal, Accounting, Budget, and program staff to support agreement development and address concerns.

15% Provides subject matter guidance to programs and partners on grant and MOU requirements and processes. Reviews FI\$Cal and departmental data for accuracy and consistency, identifies risks or process gaps, and prepares written analysis and recommendations for management

10% Independently conducts internal reviews of agreement and project files to verify documentation, requirements, and special conditions are met. Prepares status reports as needed. Manages workload, priorities, and deadlines in response to Bureau, Branch, and Department needs. Utilizes departmental databases and Microsoft Office to support analytical work.

10% Leads the development and revision of grant and MOU policies, procedures, and process improvements. Provides recommendations on administrative and program issues. Serves on project teams from development through execution and invoicing. Provides training to staff and may act as mentor, lead analyst, or acting unit manager.

5% Performs other duties as required within the Analyst II classification.

B. SUPERVISION RECEIVED:

The Analyst II receives general supervision and direction from the Supervisor I.

C. ADMINISTRATIVE RESPONSIBILITY:

The Analyst II must maintain working knowledge of and adhere to all applicable State and Federal laws, Departmental policies and procedures, and requirements in the State Administrative Manual (SAM), State Contracting Manual (SCM), and FI\$Cal. This includes applying fiscal, procurement, and compliance guidelines accurately and adjusting work practices as policies are updated.

D. PERSONAL CONTACTS:

The Analyst II has daily contact with managers and staff across the Department, as well as with other state agencies, counties, Tribes, institutions, and public and private organizations, to coordinate the development, review, status, and execution of grant and MOU agreements. These contacts may involve clarifying requirements, resolving issues, exchanging technical information, and ensuring agreements progress in compliance with State and Departmental standards.

E. ACTIONS AND CONSEQUENCES:

Failure to exercise good judgment in handling grant and MOU requests or addressing sensitive issues may jeopardize the Department's delegated purchasing authority. Improper actions or conflicts of interest may result in personal financial liability for expenditures. Poor judgment or errors in completing assignments may also cause customer dissatisfaction or financial loss to the Department. Although Analyst II work is routinely reviewed, this oversight only reduces rather than eliminates the potential impact of errors.

F. OTHER INFORMATION:

The Analyst II must demonstrate strong interpersonal, problem-solving, and communication skills, maintain professionalism under pressure, and establish effective working relationships with internal and external contacts. The Analyst II is expected to handle and prioritize multiple assignments independently while meeting deadlines and maintaining quality work. Travel may be required.

**State of California - Department of Social Services
DUTY STATEMENT**

EMPLOYEE NAME:

CLASSIFICATION:

Analyst I

POSITION NUMBER:

800-665-5157-746

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

Administration/Contracts & Procurement Services Branch

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

Purchasing, IT Acquisitions & Grants Bureau/Grants and MOU Unit

SUPERVISOR'S NAME:

Alessandra Langen

SUPERVISOR'S CLASS:

Supervisor I**SPECIAL REQUIREMENTS OF POSITION (CHECK ALL THAT APPLY):**

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- ☐ 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

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MISSION OF ORGANIZATIONAL UNIT:

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CONCEPT OF POSITION:

Under the supervision of a Supervisor I and in alignment with CDSS's mission, the Grants MOU Analyst performs less complex, developmental-level analytical assignments with guidance. The incumbent produces complete and accurate staff work, responds courteously and timely to internal and external customers, and follows through on assignments. Responsibilities include conducting research, compiling and analyzing data, and assisting in drafting and executing grant and MOU agreements. Specific responsibilities may include:

A. RESPONSIBILITIES OF POSITION:

30% Under supervision, assists in analyzing, evaluating, drafting, processing, and amending less complex grant and MOU agreements. This includes, but is not limited to, standard state and federal grant documents, Requests for Applications (RFAs) with evaluation criteria and appeals, scopes of work, budgets, timelines, and general terms and conditions. Supports agreements of moderate complexity and collaborates with program staff, administrative partners, and management to address routine issues and ensure agreements move toward execution. Provides recommendations to management on less complex grant and MOU matters in alignment with state and federal laws and departmental policies.

30% Provides professional customer service and communicates clearly, in writing and verbally, with Branch staff, CDSS programs, administrative partners, and external stakeholders regarding grants and MOUs. Assists customers in navigating the grant and MOU process and provides guidance on required documentation. Supports agreement processing, including creating Procurement Contracts and assisting with Purchase Orders in FI\$Cal. Creates and maintains suppliers in FI\$Cal. Accurately enters agreements and related information into the Department's database.

20% Under supervision, ensures agreements comply with applicable state and federal laws, regulations, policies, and procedures. Maintains awareness of current policies and guidance. Assists in the development and processing of RFAs, MOUs, and grant agreements, including performing research, clarifying requirements, and coordinating with internal teams as needed. Meets with program staff, management, Legal, Accounting, and Budgets as directed to support agreement development and resolve routine concerns.

10% Performs internal audits of project files to verify all documentation, requirements, and special conditions are complete. Prepares draft status reports and other documents for supervisory review. Maintains organized agreement files and manages workload under supervision to meet deadlines. Utilizes the grants database and prepares documents using Microsoft Office and Adobe Acrobat.

5% Assists in the development of grant and MOU policies, procedures, and process improvements. Participates as a team member in project assignments from initiation through execution. Supports the training of new staff as directed and attends grants, contracts, and MOU related training. Completes special projects as assigned.

5% Performs other duties as required within the Analyst I classification to support departmental and unit goals.

B. SUPERVISION RECEIVED:

The Analyst I receives general supervision and direction from the Supervisor I.

C. ADMINISTRATIVE RESPONSIBILITY:

The Analyst I must maintain awareness of and adhere to applicable State and Federal laws, Departmental policies and procedures, and requirements in the State Administrative Manual (SAM) and FI\$Cal. This includes following fiscal, procurement, and compliance guidelines accurately under supervision and applying updated policies as directed.

D. PERSONAL CONTACTS:

The Analyst I has daily contact with managers and staff throughout the Department, as well as with other state agencies, counties, Tribes, institutions, and public and private organizations, to support the development, review, and execution of grant and MOU agreements. These contacts may involve providing routine guidance, clarifying requirements, exchanging information, and assisting in resolving issues under supervision.

E. ACTIONS AND CONSEQUENCES:

Failure to exercise good judgment in handling grant and MOU requests or addressing sensitive issues may jeopardize the Department's delegated purchasing authority. Improper actions or conflicts of interest could result in personal financial responsibility for expenditures. Errors or poor judgment in completing assignments may also lead to customer dissatisfaction or financial loss to the Department. Since Analyst I work is closely supervised and reviewed, this oversight helps reduce the potential impact of errors.

F. OTHER INFORMATION:

The Analyst I must demonstrate good interpersonal, problem-solving, and communication skills, maintain professionalism under pressure, and work effectively with internal and external contacts. The Analyst I is expected to manage and prioritize multiple assignments under supervision while meeting deadlines and maintaining quality work. Travel may be required.