

**DUTY STATEMENT
DEPARTMENT OF JUSTICE
DIVISION OF ADMINISTRATIVE SERVICES
OFFICE OF THE CHIEF
OFFICE OF FISCAL SERVICES
GRANT SERVICES BRANCH
GRANT MANAGEMENT UNIT**

NAME:

POSITION NUMBER: 420-021-5157-901

JOB TITLE: Analyst I

STATEMENT OF DUTIES: In the Grant Management Unit, the Analyst I provides grant support through the tracking and generation of grant opportunities and performs less complex administrative functions in support of the completion of grant applications in collaboration with the various offices. The Analyst I is tasked with basic grant mining and legislation tracking activities, and hosts discovery sessions to ensure grant opportunities align with Department needs.

The Analyst I employs a basic understanding of legislation process and Request for Proposals or Application process. Utilizes excellent communication skills and effectively interacts with staff throughout the Department, and capably manages multiple assignments and projects simultaneously. The Analyst I creates and maintains effective relationships with a variety of internal and external stakeholders.

SUPERVISION RECEIVED: Reports directly to the Supervisor I.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: Use of a DOJ issued computer or laptop on a daily basis to perform and/or complete tasks. Ability to sit for extended periods while working and talking on the telephone, reaching and bending to retrieve documents, stand to photocopy, or file documents. Ability to lift or move boxes weighing up to 25 pounds.

TYPICAL WORKING CONDITIONS: This position offers a hybrid schedule, i.e., combined remote and in-office work schedules. While teleworking, the employee must maintain safe working conditions at the approved alternate location and abide by the Department's Ergonomic Program Guidelines. The employee agrees to maintain a distraction free remote work environment and is responsible for all employee-owned equipment, including but not limited to internet bandwidth to perform all work.

ESSENTIAL FUNCTIONS:

30% **Grant Opportunity Research & Tracking:** Researches various grantors' websites for grant opportunities which align with numerous programs within offices. Registers to obtain notifications when grant opportunities become available. Documents potential grant opportunities, including grant application requirements. Presents grant

opportunities to the unit's leads and other offices.

Performs outreach to multiple offices throughout the Department to assess areas of interest and needs as it relates to grants. Presents information regarding the Grant Management Unit, specific to services offered and grant administration support functions. Develops and maintains criteria for grant mining. Summarizes and disseminates funding opportunities to internal personnel in a timely manner. Participates in outreach efforts, conducts surveys, solicits feedback, and participates in discovery meetings with Division Chiefs, Bureau Directors and other program managers and staff to understand specific grant needs, roles, and opportunities. Acts as a grant consultant and assists offices in the development of grant proposals.

- 20% **Grant Legislation & Policy Tracking:** Tracks relevant federal and state legislation affecting grant funding and eligibility. Compiles legislative summaries and updates for Grant Management Unit and internal stakeholders. Assists in preparing briefing documents on policy changes that impact grant seeking efforts. Assists the Analyst II's and Management with establishing and developing the Grant Management Unit's processes. Creates forms and works collaboratively with Grant Management Unit staff on the preparation and presentation of grant application and administration information materials to offices.
- 20% **Grant Application Support & Coordination:** Assists with gathering required documentation for grant applications. Supports internal offices in completing grant applications by providing administrative guidance. Ensures applications are formatted correctly and meet technical submission requirements. Maintains a tracking system for application deadlines, log-in information, and submission statuses. Acts as a resource and consultant to management regarding grant applications and statuses. Develops workflows and intake processes. Supports the Analyst II's within the Grant Management Unit depending on need. Assists Analyst II's to provide guidance on compliance with grantors' policies and procedures, as needed.
- 15% **Technical Assistance & Informational Sessions:** Assists in coordinating informational sessions for internal offices on grant processes and best practices. Prepares materials and presentations for technical assistance workshops. Serves as a point of contact for general inquiries from internal units regarding grant opportunities by monitoring assigned inboxes. Works collaboratively with Analyst II's on the preparation and presentation of grant application and administration information materials to offices.
- 15% **Administrative Support & Data Management:** Maintains organized records of past and current grant applications. Assists in preparing reports and summaries for leadership regarding grant related activities. Supports the Analyst II's in ensuring compliance with funding agency requirements. Maintains content published on the Office of the Attorney General's website for current grants offered by the Department. Monitors program mailboxes daily and responds accordingly. Actively participate in design, testing, and

implementation phases of a database project as well as any enhancement needs. Identify issues of concern and present them to the Analyst II's. Creates, revises, and maintains desk procedures on behalf of the unit. Completes special projects as assigned by management.

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

- I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.
- I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.
- I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.
- I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

Employee's Signature

Date

Supervisor's Signature

Date