

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

NAME:

POSITION NUMBER: 420-021-5393-901

JOB TITLE: Analyst II

STATEMENT OF DUTIES: In the Grant Management Unit, the Analyst II provides analytical and research functions for the generation of grant opportunities, collaborates with various divisions on the completion of grant applications while cross-referencing funding requirements, and performs various administrative tasks to ensure consistent and standardized grant-related processes and procedures throughout each office. The Analyst II serves as a mentor to the Analyst I within the program. The Analyst II serves as a liaison between internal units and funding agencies to clarify grant application requirements. The Analyst II provides technical assistance to internal stakeholders and develops training materials and guidance on standardized grant application processes. The Analyst II reviews and analyses federal and state legislation and proposed bills or policy changes to assess their impact on the Department's grant opportunities.

The Analyst II employs an advanced understanding of legislation process, grant administration best practices, and Request for Proposals or Application process. The Analyst II utilizes excellent communication skills, effectively interacts with staff throughout the Department, and capably manages multiple assignments and projects simultaneously. The Analyst II 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 Mining & Funding Strategy Development:** Assists management with establishing the Grant Management Unit; performs extensive outreach, conducts surveys, solicits feedback, and holds discovery meetings with Division Chiefs, Bureau Directors, and other program managers and staff to understand specific grant needs, roles, and opportunities. Develops workflows and intake processes. Creates forms and works collaboratively with Grant Management Unit staff on the preparation and presentation of grant application and administration information materials to Divisions. Conducts in-depth research to identify state and federal grant opportunities align with departmental priorities. Analyzes eligibility criteria, funding trends, and regulatory changes affecting grant applications. Develops strategies to maximize grant funding opportunities for internal units. Creates, revises, and maintains desk procedures on behalf of the unit. Develops communication protocols, policies, procedures, info bulletins, listservs, etc. pertaining to managing grants for the entire department.
- 25% Grant Application Oversight & Compliance:** Acts as a grant consultant and works collaboratively with divisions to perform a variety of tasks associated with the management of grants. Participates in meetings with various levels of staff; identifies resources and defining roles. Provides technical assistance to internal units on grant application preparation. Reviews applications for accuracy, completeness, and compliance with funding agency requirements. Works directly with units to prevent errors or duplicate applications. Serves as a liaison between internal units and funding agencies to clarify application and grant funding requirements. Assists offices with administrative processes of grant/budget modifications, as needed. Creates and maintains grant files. Develops issue memos and makes recommendations to management.
- 20% Technical Assistance & Informational Sessions:** Leads informational sessions for internal units and external grantees on grant application processes and requirements. Develops training materials and standardized guidance on grant submission processes. Provides technical assistance to internal units for various grant needs. Participates in the creation and development of a database to track grants that the Department may benefit from, applies to, and is granted. This entails working closely with the IT personnel, attending all project meetings, and providing input on recommendations and decisions, setting up user meetings, soliciting feedback, developing and/or reviewing project documentation. Actively participates in design, testing, and implementation phases throughout project and enhancement needs. Identifies issues of concern, develops and makes recommendations to management.
- 15% Legislative & Policy Tracking:** Collaborates with the Analyst I to monitor federal and state legislation affecting grant funding and program administration. Analyzes proposed bills and policy changes to assess their impact on the department's grant opportunities. Makes recommendations on legislative changes and their impact to DOJ's programs to deliver to internal units and executive management.

10% Coordination & Collaboration Across Units & Other Duties: Ensures alignment between different internal units to prevent duplicate applications. Assigns grant funding to internal units as necessary and dependent on unit’s workload. Collaborates with leadership and external stakeholders to identify new funding opportunities. Identifies issues of concern and develop and make recommendations to bureau and division management. Launches pilot programs and projects with various offices and measure successful outcomes. Provides input to management on these pilot projects and implement changes as needed.

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