

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant

CLASSIFICATION: **Analyst II**

POSITION NUMBER:

800-613-5393-703

DIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)***Executive / Disaster Services Branch**BUREAU/SECTION/UNIT: *(UNDERLINE ALL THAT APPLY)***Recovery and Program Support**

SUPERVISOR'S NAME:

Angela Blackney

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.

The Analyst II serves as a team lead for various grant projects and/or programs in the Recovery and Program Support Unit of the Disaster Services Branch (DSB), Recovery Operations and Administrative Support of the California Department of Social Services. 1 Position.

MISSION OF ORGANIZATIONAL UNIT:

The mission of the Disaster Services Branch (DSB) is to serve, aid, and protect individuals and families affected by disasters and emergencies by providing excellent response and recovery services.

CONCEPT OF POSITION:

Under the direction of the Supervisor I the Analyst II performs the more responsible, varied, and complex technical analytical staff services assignments related to grant management and program support work full journey level. Specifically, the **Analyst II** may serve as the lead person, team leader, and/or project coordinator for grant projects and program support.

A. RESPONSIBILITIES OF POSITION:

35% GRANT PROGRAMS

Serve as the lead analyst responsible for the planning, coordination, and review of multiple federal and state grant recovery programs. Establish program priorities, develop grant strategies, and provide updates to management and executive leadership regarding funding opportunities, compliance risks, and fiscal impacts.

Analyst II is responsible for the the full grant lifecycle, including opportunity assessment, application development, negotiation, implementation, monitoring, and closeout. Provide technical guidance and direction to program and fiscal staff to ensure compliance with complex federal and state requirements. Develop policies, procedures, and internal controls related to grant administration. Analyze fiscal and program performance data to identify trends, risks, and corrective actions. Lead monitoring reviews and represent the program in cross-departmental or external stakeholder meetings. Prepare high-level reports and recommendations for executive decision-making.

35% ADMINISTRATIVE PROGRAM SUPPORT

Under direction from the manager, the Analyst II will serve as the lead analyst coordinating all Branch administrative and personnel-related functions, providing consultative guidance to management on complex personnel matters including hiring, workforce planning, on-boarding, performance tracking, and compliance with departmental and statewide policies. Develop and evaluate administrative policies, procedures, and internal controls to ensure efficiency and compliance with CDSS and CalHR requirements; analyze personnel and workload data to identify risks and recommend process improvements; quality control of hiring and separation packets, probation reports, and Individual Development Plans; provide training to management on personnel policies and best practices; and review Branch administrative operations including contracts, budget and procurement, inventory, accessibility compliance, webpage coordination, while serving as the primary liaison to CDSS administrative divisions.

15% RECOVERY GRANT PROGRAMS

Independently coordinate the implementation and administration of the State Supplemental Grant Program, collaborating with FEMA, the U.S. Small Business Administration (SBA), CDSS Accounting, and disaster survivors to ensure compliance with state and federal requirements. Analyze eligibility criteria, review documentation, and ensure accurate processing and tracking of grant activities. Provide analytical and program support to Disaster Case Management Program (DCMP) staff in managing the federally funded DCMP grant, monitor activities for compliance with grant terms and conditions, identify service delivery or compliance issues, recommend corrective actions, and develop and maintain standard operating procedures, guidance documents, and toolkits to ensure consistent implementation aligned with applicable regulations and policies.

5% EMERGENCY REPATRIATION REIMBURSEMENT PROGRAM

Serve as the lead analyst reviewing reimbursement activities for large-scale evacuations, providing technical guidance, interpreting applicable policies, resolving complex issues, and ensuring compliance with state and federal requirements.

5% DISASTER ACTIVATION

During disasters, the Analyst II serves in a lead within the incident command structure at the Department Operations Center (DOC) and may be deployed to the State Operations Center, Regional Emergency Operations Center, FEMA Joint Field Office, or Local Assistance Centers (LAC) to provide coordination, technical expertise, and interagency representation.

5% OTHER DUTIES AS REQUIRED

Lead other duties and trainings as required to support the mission of the Department and/or the disaster response and recovery role.

B. SUPERVISION RECEIVED:

The Analyst II reports directly to, and receives the majority of assignments from the Recovery and Program Support Unit Supervisor I. However, direction and assignments may also come from the Supervisor II of the Recovery Operations and Administrative Support Bureau, the DSB Manager I and the DSB Manager II.

C. ADMINISTRATIVE RESPONSIBILITY:

None

D. PERSONAL CONTACTS:

The Analyst II will have frequent contact with all levels of Departmental staff, oversight and partner agencies, and with the general public. Other frequent contacts include federal, state, city, and county agencies and/or representatives, staff from Cal OES, FEMA, DOD, Salvation Army, American Red Cross, and other non-governmental agencies that assist with care and shelter. These contacts are highly sensitive, which requires good interpersonal skills, tact, and an awareness of what information can be shared with whom.

E. ACTIONS AND CONSEQUENCES:

Failure to maintain and execute emergency and disaster plans may result in failure to provide care and shelter to persons displaced from their dwellings by natural or man-made emergencies and/or disasters. These failures may lead to circumstances detrimental to the health and safety of California's public. Additionally, failure to maintain and execute emergency and state disaster plans may result in DSB's inability to maintain a readiness mode at the onset of a future disaster.

F. OTHER INFORMATION:

The Analyst II must have the ability to be organized; communicate effectively, both orally and in writing; and perform in difficult situations with tact and professionalism. If activated, the Analyst II is required to respond to disaster assignments on short notice; travel and participate in disaster related work; work irregular hours and overtime, including weekends; and work at locations other than the official duty station.

CONCEPT OF POSITION:

Under the supervision of the Supervisor I the Analyst I will assist with analytical staff work related to assignments related to grant management and program support work.

A. RESPONSIBILITIES OF POSITION:

35% GRANT PROGRAMS

Assist the coordination and administration of assigned federal and state grant recovery programs. Assist in compiling grant opportunities; analyze eligibility requirements; and gather, draft, and submit grant applications in alignment with program goals and funding criteria. Coordinate with CDSS and DSB program and fiscal staff to identify qualifying projects and ensure compliance with grant conditions.

Interpret grant performance and expenditures to ensure adherence to state and federal regulations, funding requirements, and internal controls. Compile and reconcile grant expenditures; prepare required fiscal and programmatic reports; and support timely grant performance period closeouts. Develop monitoring activities and assist in the development of grant-related contract documents. Analyze issues impacting grant compliance or reimbursement and recommend corrective actions to management.

35% ADMINISTRATIVE PROGRAM SUPPORT

Assist with administrative activities related to CDSS personnel processes for the Branch, including preparing and reviewing hiring and separation packets, tracking probation reports and individual development plans and facilitating onboarding to ensure compliance with established policies and timelines, while providing technical guidance to staff on routine personnel procedures. Participate in CDSS personnel-related training and apply departmental policies to support Branch operations; Analyze administrative procedures and tracking tools to improve workflow efficiency and compliance; and provide analytical administrative support for contracts, equipment inventory, document accessibility, webpage updates, budget tracking, and purchasing, serving as a liaison to CDSS administrative sections to ensure timely resolution of routine operational matters.

15% RECOVERY GRANT PROGRAMS

Assists with the implementation and administration of the State Supplemental Grant Program, collaborating with FEMA, CDSS Accounting, and disaster survivors to ensure compliance with state and federal requirements, while analyzing eligibility criteria, reviewing documentation, and ensuring accurate processing and tracking of grant activities. Assist in analytical and program support to the Disaster Case Management Program (DCMP) staff in managing the federally funded DCMP grant, monitor program activities for compliance with grant terms, and conditions, identify issues affecting service delivery or compliance, recommend corrective actions, and develop implementation aligned with applicable regulations and policies.

5% EMERGENCY REPATRIATION REIMBURSEMENT PROGRAM

Assist with the port of entry countries in the processing of reimbursement packages in the event of large-scale evacuation of U.S. citizens on from other countries.

5% DISASTER ACTIVATION

During disasters, the Analyst I serves within the incident command structure in the DOC. The Analyst I may also be assigned to one of several emergency management related centers. These centers include the State Operations Center, Regional Emergency Operations Center, FEMA Joint Field Office, and Local Assistance Centers (LAC).

5% OTHER DUTIES AS REQUIRED

Assist in other duties and trainings as required to support the mission of the Department and/or the disaster response and recovery role

B. SUPERVISION RECEIVED:

The Analyst I reports directly to, and receives the majority of assignments from the Recovery and Program Support Unit Manager Supervisor I. However, direction and assignments may also come from the Supervisor II of the Recovery Operations and Administrative Support Bureau, the DSB Manager I and the Manager II.

C. ADMINISTRATIVE RESPONSIBILITY:

None

D. PERSONAL CONTACTS:

The Analyst I will have frequent contact with all levels of Departmental staff, oversight and partner agencies, and with the general public. Other frequent contacts include federal, state, city, and county agencies and/or representatives, staff from Cal OES, FEMA, SBA, DOD, Salvation Army, American Red Cross, and other non-governmental agencies that assist with care and shelter. These contacts are highly sensitive, which requires good interpersonal skills, tact, and an awareness of what information can be shared with whom.

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