

**DUTY STATEMENT**

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION Communications		EFFECTIVE DATE
BRANCH/SECTION Broadband Equity, Access, and Deployment (BEAD)/ Contract & Grant Administration		CLASS TITLE Analyst II
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.		PHYSICAL WORK LOCATION San Francisco, Sacramento, Los Angeles
INCUMBENT (if known)		CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 680-334-5393-920
YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.		
BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS: Under the direction of Staff Services Manager I, the incumbent (Analyst II) will perform analytical and administrative duties in support of the BEAD Branch. The incumbent will serve as a liaison for the Division and perform the more responsible and complex analytical tasks necessary for cost effective implementation and monitoring of grants management and other operational functions.		
% Of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary)	
40%	<p><b><u>ESSENTIAL FUNCTIONS:</u></b></p> <p>Serves as grants analyst for BEAD program, assisting in various phases of grant administration, including but not limited to the following: implementation, ongoing monitoring, fiscal control, and audit activities. Independently responsible for implementation and oversight of grant administration procedures and processes established in conjunction with the National Telecommunications and Information Administration (NTIA) and 2 CFR Part 200, Federal Uniform Guidance Requirements.</p> <p>Assist in grant administration pertaining to fiscal management and audit activities. Review recipient's milestone deliverables and invoices pursuant to State and Federal regulations and grant guidelines. Assist with milestone reimbursement processing such as accounting requests, Financial Information System for California processing, and change orders. Participate in developing policies, procedures, and guidelines related to grant administration to ensure consistency, continuous quality improvement, compliance and conformity with various governmental agencies and Departmental policy and procedures. Create, manage, and track action items for all fiscal management and audit activities for BEAD.</p>	
25%	<p><b>Administrative Functions</b></p> <p>Serve as BEAD Office liaison and communicate clear and concise responses in person, electronic mail, and/or in writing to management, BEAD staff, Department staff and with contractors/vendors. Establish and sustain satisfactory working relationships with individuals both inside and outside state government. Assist the BEAD team with meeting agendas and arrangements for internal program discussions and external discussions with stakeholders. Manage the BEAD general mailbox and correspondence. Proactively collaborate with BEAD team on work priorities.</p>	
25%	<p><b>Process Improvement, Monitoring, and Reporting</b></p> <p>Provide technical assistance and training to staff on state grant administration and procedures. Facilitate meetings with external stakeholders. Review and analyze new regulations and/or policies from governmental agencies and assist with developing implementation for management.</p>	
10%	<p><b>Other Duties</b></p> <p>Performs other related research, analytic, and administrative duties as required to support BEAD's mission, goals, and statutory responsibilities. Participate in professional development training, as well as tasks, meetings, and activities that support programmatic and workplace diversity, equity, and inclusion. Ad-hoc special projects as necessary consistent with classification.</p>	

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**KNOWLEDGE AND ABILITIES**

**Knowledge of:** Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; and governmental functions and organization.

**Ability to:** Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; and gain and maintain the confidence and cooperation of those contacted during the course of work.

**WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:**

- Proficiency with communications-related technologies, including personal computer applications including Microsoft Excel, Oracle databases, Adobe, and Microsoft Word, telecommunications equipment including Cisco Webex, Internet and cloud-based document management systems, voicemail, email, etc.
- Occasional travel that may include overnight, weekends and several days at a time.

**SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE**

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE

**EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT**

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE