



DUTY STATEMENT

CLASSIFICATION	DIVISION
Analyst II	Programs Division
WORKING TITLE	UNIT
Program Analyst	Program Policy & Development
POSITION NUMBER	COLLECTIVE BARGAINING UNIT
016-262-5393-001	R01
EMPLOYEE NAME	EFFECTIVE DATE

CSD Mission:

The mission of the Department of Community Services and Development (CSD) is to improve the economic security of vulnerable Californians through programs and partnerships that support the state’s diverse communities.

Position Summary:

Under the direction of the Supervisor I in the Program Policy and Development (PPD) Unit, the incumbent is responsible for independently performing a variety of complex technical and analytical duties and contract development pertaining to the Low-Income Home Energy Assistance Program (LIHEAP), and other energy programs, as appropriate. Duties include, but are not limited to:

Essential Functions:

- 40% Lead analyst in program development and management of the following critical work products: energy related contract development for LIHEAP. Assist the Departments’ Procurement Services Unit on Request for Proposals to secure third party energy contractors. Analyze grant program guidance, terms and conditions and information memorandums for LIHEAP to determine program impacts. Assist in the development of program policy and methods for monitoring contract requirements. Collaborate and work cooperatively with other CSD staff and external customers to ensure work products are completed accurately and timely.

- 25% Gather, compile and interpret quantitative data related to Energy programs. Provide technical analysis of complex issues involving Federal laws and regulation. Analyze and prepare written documents on research assignments, technical issues, materials for briefings and presentations to Executive Management, stakeholders, low-income interest groups, advocacy groups and the public. This includes creating charts, tables, and PowerPoint slides.

- 15% Serve as a subject matter expert in setting up contracts in CSD’s Financial Management Module system. Assist in coordinating modifications and changes to internal databases to support changes in contractual reporting requirements and post, on the Local Agencies Portal, electronic forms, including contracts, reporting forms and memorandums for information

dissemination.

- 15% Oversee and manage the Departments Energy Association contract(s). Including contract development, oversight, billing, monthly meetings and technical assistance. Attend and participate in the monthly Energy Council meetings, Quarterly Local Service Provider meetings, and other energy-related meetings, as necessary.

Marginal Functions:

- 5% Perform other duties as required and consistent with department needs in alignment with the Analyst II class specifications. Participate in activities that contribute to professional growth and development.

Supervision Received:

Incumbent receives direct supervision from the PPD Supervisor I and may receive general direction from the Supervisor II and Manager II.

Supervision Exercised:

None.

Personal Contacts:

The incumbent is in daily contact with departmental management and program staff, CSD's Local Service Provider network and other Federal and State agency personnel.

Responsibility for Decisions and Consequences of Error:

Failure to comply with or assure compliance with applicable Federal or State law, regulations, or other contract requirements may result in the loss of funding, ineffective services to contractors and the low-income population that the Department serves.

Conduct, Attendance, and Performance Expectations

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (both orally and in writing) and with tact in dealing with the public and/or other employees; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to departmental policies and procedures.

This position performs administrative duties including, but not limited to: adheres to Department policies, rules, and procedures; submits administrative requests including leave, overtime, travel, and training in a timely and appropriate manner; accurately reports time; and submits time sheets by the due date.

Working Conditions:

- To promote collaboration, team cohesion, and employee development, CSD operates on a hybrid schedule in accordance with both Statewide and CSD's Telework Policies.
- Work at an alternate work location must be conducted in a space that is ergonomically sound, private, distraction-free, and has safe working conditions to be eligible to telework.
- Work performed in the office is in a climate-controlled building with both natural and artificial lighting.
- Work requires sitting for an extended period using a personal computer and the use of standard office equipment, such as phones, copiers, or scanners.
- Occasional travel may be required to attend meetings, training, and other job-related events.

Competencies:

- Leadership – Creates a sense of direction, purpose, and momentum for the organization's mission. Creates a positive work environment offering clarity around goals and objectives and ensuring that those who are led work collaboratively to achieve results.
- Customer Service – Personifies CSD's number one objective, which is to provide clear, correct, courteous, complete, concise and competent services to all internal and external customers.
- Communication – Listens, writes, and presents ideas, opinions, and information in diverse situations.
- Resilience – Overcomes challenges, does the job, and remains optimistic under pressure and adversity.
- Diversity and Inclusion – Works effectively in an inclusive workplace where individual differences and perspectives are respected and leveraged to achieve organizational goals.
- Innovative – Demonstrates curiosity, develops new insights, considers creative approaches and applies novel solutions.
- Interpersonal Skills – Interacts positively with courtesy, sensitivity and respect with a variety of individuals and makes every effort to understand and relate to others.
- Collaboration - Develops, maintains, and strengthens relationships while working together to achieve results.
- Digital Fluency – Use technology effectively in the performance of one's job. Includes the integration and acceptance of new technology when appropriate.
- Accountable – Makes decisions and remains accountable for those decisions.
- Reliable – Understands the importance of meeting deadlines and following through on commitments.

Special Requirements:

Conflict of Interest: This position is subject to Title 16, section 3830 of the California Code of Regulations. The incumbent is required to submit a Statement of Economic Interests (Form 700) within 30 days of assuming office, annually by April 1st, and within 30 days of leaving office.

Employee Acknowledgement:

I have read and understand the duties and requirements listed above. I am able to perform these duties with or without reasonable accommodation. (If reasonable accommodation is necessary, please complete a Reasonable Accommodation Request Form from CSD Human Resources, Reasonable Accommodation Coordinator.)

Employee Signature

Date

Supervisor Acknowledgement:

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature

Date

Supervisor:

After signatures are obtained, make 3 copies:

- Send a copy to CSD HR (csd.hr@csd.ca.gov)
- Provide a copy to the Employee
- File a copy in the Supervisor's drop file