

Analyst III
Updated: 4/2026

**DUTY STATEMENT
DEPARTMENT OF JUSTICE
DIVISION OF ADMINISTRATIVE SERVICES
OFFICE OF FISCAL SERVICES
GRANT SERVICES BRANCH
LOCAL ASSISTANCE UNIT
TOBACCO GRANT PROGRAM**

NAME:

POSITION NUMBER: 420-986-5402-901

JOB TITLE: Analyst III

STATEMENT OF DUTIES: The Tobacco Grant Program (TGP) is an annual competitive grant totaling approximately \$30 million dollars that is administered by the California Department of Justice, established in 2017 through the California Healthcare, Research and Prevention Tobacco Tax Act of 2016 (Prop 56). The Analyst III independently manages and coordinates the full complement of fiscal and administrative activities as it pertains to the justification, enhancements, and maintenance of the grant program and awards related to TGP. This includes the preparation of complex fiscal analysis reports and oversight of various functions related to the management of the grant.

The Analyst III must have a high-level understanding of TGP or similar grant programs and advanced strategic thinking abilities to analyze situations, identify opportunities and risks, and execute solutions that align with TGP. The Analyst III is responsible for communicating effectively through relaying or receiving information, while maintaining positive relationships with colleagues, customers, and staff at all levels, including executive management.

SUPERVISION RECEIVED: Under the general direction of the Supervisor II.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: Ability to sit, type, rotate, and work in a computer workstation. Ability to bend, lift up to 25 pounds, and stand and file for short periods of time.

TYPICAL WORKING CONDITIONS: In a remote work environment, home office or similar environment.

HYBRID TELEWORK POSITIONS: 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. May be required to report to the HQ office periodically for operational needs.

ESSENTIAL FUNCTIONS:

50% Serves as Project leader and Subject Matter Expert (SME) in the Tobacco Grant Program (TGP), the incumbent is the primary point of contact for the development and implementation of statewide TGP Requests for Proposals (RFPs). Works directly with internal and external stakeholders in preparations, maintenance, and closure of annual awards as grants changes have statewide impact on various law enforcement entities. Performs various high-level and complex administrative functions of the awards process. Works directly with the Supervisor II on high-level projects, program matters, and needs of the agency.

Collaborates with the TGP Supervisor I and others to ensure TGP remains in compliance with federal or state law regulations relevant to the grant program. Analyzes legislation, statues, and regulations to make recommendations and oversees updates to TGP regulations in collaboration with other management and units, as necessary. Validates and improves administrative and fiscal efficiencies and processes in managing award funds.

As lead of the TGP RFP process, incumbent develops RFP packages for executive approval and coordinates public release of materials with the Office of Communications, External Affairs, and other units. Leads development and presentation of pre-application grant webinars and responds to questions from applicants. Performs or coordinates outreach to applicant agencies and other external stakeholders and prepares correspondence via email and formal letters. Reviews and screens submitted proposals from law enforcement agencies across the state and determines if the proposal meets the criteria to be considered for an award. Prepares proposal packages for Merit Review Committee (MRC) review. Coordinates, facilitates and documents several meetings with the MRC, which consist of high-level Executive staff from different divisions. Creates and maintains tracking logs with proposal information and ensures MRC decisions and funding are accurately recorded. Prepares executive packages and briefing materials to support Exec approval of awards. Responds to questions from Exec about the program, RFP process, and award recommendations. Submits grant opportunity details and post-award data to the State Library's California Grants Portal, as legislatively mandated.

30% Oversees, reviews, revises, and maintains various writings or tools used by the program or applicant agencies (e.g., Handbooks, Request for Proposal and application forms, letters, workbook/invoice templates, Memoranda of Understanding, scoring matrix/rubric, etc.). This includes working closely as a lead with Exec level, legal and research staff to provide necessary revisions and finalize content for publishing/distribution. Creates and maintains agency files for use by program staff. Monitor program mailboxes daily and respond to applicant agencies/grantees accordingly. Assists in the preparation of training workshops and presenting material to awarded agencies in collaboration with program, legal and research staff. Administers surveys and analyzes and interprets feedback for continuous process improvement.

- 15%** Collaborates with the TGP Supervisor I and IT staff on the development and maintenance of the program database to ensure efficiency. Maintains the TGP webpages for up-to-date program information, including grant applications and award results. Researches federal and state statutes, rules and regulations, guidelines and procedures to provide guidance to clients, managers, and program staff. Writes concise weekly reports to executives on significant program actions, outcomes, and other items requiring Exec visibility.
- 5%** Serves as backup to the TGP Supervisor I to address Grant Program Officer (GPO) and Administrative inquiries and assist with review of invoices and grant/budget modifications processed by GPOs. Serves as backup to the GSB Supervisor I (Specialist) for project coordination and reporting, audit support, and providing responsive information for California Public Records Act requests.

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 Printed Name

Supervisor's Printed Name

Employee's Signature Date

Supervisor's Signature Date