

DUTY STATEMENT



CURRENT
 PROPOSED

CIVIL SERVICE CLASSIFICATION Analyst III		WORKING TITLE Grant System Program Manager		
PROGRAM NAME Division of Apprenticeship Standards		UNIT NAME Funding Unit		
ASSIGNED SPECIFIC LOCATION 1515 Clay St. Suite 1902, Oakland, CA 94612			POSITION NUMBER 400 – 701-5402-907	
BARGAINING UNIT R01	WORK WEEK GROUP 2	BILINGUAL POSITION No	CONFLICT OF INTEREST FILER Yes	BACKGROUND CHECK No

General Statement

Under the general direction of the Division of Apprenticeship Standards (DAS) Manager I (Funding Team), the Analyst III performs the most complex analytical assignments related to grant program administration, funding operations, program reporting, data governance, business process improvement, and operational planning across multiple statewide grant programs, including California Opportunity Youth Apprenticeship (COYA), Equal Representation in Construction Apprenticeship (ERiCA), California Apprenticeship Council (CAC) Training Funds, Apprenticeship Innovation Funding (AIF), and future funding initiatives.

The Analyst III serves as the department's lead analyst and subject matter expert for funding operations, grant administration processes, program reporting, and business practices supporting the full grant lifecycle, including application review, award administration, contracting coordination, fiscal monitoring, reporting, and compliance activities. The position independently analyzes complex program issues, develops recommendations, evaluates operational impacts, and provides consultation to management on program performance, reporting requirements, and process improvements affecting multiple statewide funding programs. The Analyst III exercises a high degree of independent judgment in conducting complex analyses, developing solutions to operational issues, implementing process improvements, and supporting executive decision making.

Candidates must be able to perform the following essential functions with or without reasonable accommodations.

Percentage of Time Spent	Duties Essential Job Functions
35%	<p>Serves as the lead analyst and subject matter expert for the business administration and ongoing development of the grants management system supporting DAS grant programs, including COYA, ERiCA, CAC Training Funds, Apprenticeship Innovation Funding, and future funding initiatives. Provides program-level oversight of system-supported operations across the full grant lifecycle, including application intake, review and scoring, award processing, contracting coordination, reporting, and compliance monitoring.</p> <p>Leads business process alignment with system functionality by identifying operational needs, defining and documenting business requirements, and coordinating with contracted developers to implement system enhancements and improvements. Manages high priority system-related projects, including planning,</p>

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	<p>prioritization, timeline development, and tracking of deliverables to ensure alignment with program goals and contractual requirements. Monitors system performance and operational impacts to internal staff and external users, identifies issues, conducts root cause analysis, and implements solutions to improve efficiency, data integrity, and program outcomes. Provides system processes support to ensure consistent, accurate, and timely grant administration across all funding streams.</p> <p>Coordinates with Contracts and Procurement unit and program staff to support development, review, and execution of grant agreements. Reviews and analyzes scopes of work, contract terms, and reporting requirements to ensure alignment with program operations and system functionality. Monitors contract compliance and supports resolution of issues related to deliverables and invoicing.</p>
20%	<p>Serves as the lead analyst and subject matter expert for funding operations, grant administration processes, program reporting, and business practices supporting DAS grant programs, including COYA, ERiCA, CAC Training Funds, Apprenticeship Innovation AIF, and future funding initiatives. Provides program level coordination and oversight of grant administration activities across the full grant lifecycle, including application intake, review and scoring, award administration, contracting coordination, reporting, fiscal monitoring, and compliance activities. Analyzes complex operational issues and business processes affecting multiple funding programs. Identifies opportunities for process improvement, develops recommendations, establishes business requirements, and coordinates implementation activities to improve efficiency, consistency, compliance, and program outcomes. Supports business operations associated with the grants management system and ensures alignment between program requirements, reporting needs, and operational processes.</p> <p>Leads complex program initiatives and operational improvement efforts affecting multiple statewide funding programs. Develops implementation plans, establishes priorities, monitors progress, and provides recommendations to management regarding program operations, reporting requirements, resource needs, and process improvements. Evaluates program performance, operational effectiveness, and reporting outcomes across funding programs. Conducts complex analyses, identifies trends and risks, performs root cause analysis, and develops solutions to improve program effectiveness, data integrity, consistency, and compliance. Evaluates business processes support to ensure accurate, timely, and effective administration of grant programs across all funding streams.</p>
15%	<p>Leads business validation and operational readiness activities related to the grants management system and associated business processes supporting DAS funding programs. Develops business scenarios, validation criteria, and operational requirements to ensure program needs, reporting requirements, and compliance standards are accurately reflected in system functionality and business processes. Coordinates with program staff, leadership, cross functional partners, and external stakeholders to evaluate proposed system enhancements, process changes, and operational improvements. Assesses impacts to grant administration, reporting,</p>

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	<p>fiscal monitoring, and compliance activities across multiple funding programs and provides recommendations to management regarding implementation strategies and operational considerations.</p> <p>Analyzes validation results, identifies operational risks, process gaps, and areas requiring improvement, and develops recommendations to ensure efficient and effective program operations. Collaborate with internal staff and external partners to resolve issues and ensure business requirements are met. Evaluates operational readiness and supports implementation of approved enhancements and process improvements. Evaluates business processes, reporting requirements, and compliance standards to ensure remaining in alignment with program objectives and funding requirements across all DAS grant programs.</p>
15%	<p>Serves as the primary business liaison between DAS program staff, leadership, fiscal staff, external partners, and contracted vendors to support ongoing operation and continuous improvement of grant administration processes and the grants management system. Coordinates efforts to ensure business processes, reporting requirements, and operational needs remain aligned with program objectives and funding requirements. Monitors operational effectiveness of system supported business processes following implementation. Evaluates user feedback, identifies operational challenges, assesses impacts to grant administration activities, and develops recommendations to improve efficiency, consistency, compliance, and program outcomes across multiple funding streams.</p> <p>Leads the analysis and resolution of complex operational, reporting, data, and process related issues affecting grant administration activities. Conducts root cause analysis, develops corrective actions, coordinates implementation of solutions, and monitors outcomes to ensure issues are effectively resolved. Provides consultation and technical expertise to management regarding operational impacts, business process improvements, and emerging issues affecting statewide funding programs. Recommends strategies to improve program administration, reporting accuracy, accountability, and overall operational effectiveness.</p>
10%	<p>Develops, maintains, and evaluates program documentation, business procedures, reporting frameworks, standard operating procedures, user guides, and job aids supporting grant administration activities and grants management system operations. Evaluates documentation to ensure it remains current, accurate, and aligned with program requirements, operational processes, compliance standards, and funding requirements across multiple statewide grant programs. Provides advanced technical consultation and program guidance to internal staff, management, grantees, and external stakeholders regarding grant administration processes, reporting requirements, business procedures, and grants management system functionality. Interprets program requirements and recommends approaches to promote consistency, efficiency, compliance, and accountability across funding streams.</p> <p>Identifies training needs and develops knowledge transfer strategies to support</p>



	<p>effective implementation of program requirements, business processes, and operational improvements. Supports user adoption, promotes data quality, and recommends improvements to strengthen program operations and reporting accuracy. Monitors recurring questions, operational challenges, and process gaps identified through stakeholder interactions and technical assistance activities. Develops recommendations to improve guidance, procedures, training materials, and business practices to enhance program effectiveness and customer service.</p>
Percentage of Time Spent	Marginal Job Functions
5%	Performs other related duties as assigned, including participation in high priority special projects, cross-functional initiatives, and providing support across program areas to meet operational needs and balance high priority workload demands.

Conduct, Attendance, and Performance Expectations

The Analyst III is expected to demonstrate professionalism, integrity, and accountability in all aspects of work. Must maintain regular and consistent attendance and adhere to established work schedules, policies, and procedures. Communicates effectively, both orally and in writing, with internal staff, external stakeholders, and members of the public. Maintains confidentiality when handling sensitive or restricted information and exercises sound judgment in all work activities. Completes assignments accurately, thoroughly, and within established timeframes. Demonstrates initiative, adaptability, and the ability to manage multiple priorities in a fast-paced environment. Works cooperatively with others and contributes to a positive and collaborative team environment. Maintains knowledge of applicable policies, procedures, and program requirements, and applies them appropriately in the performance of assigned duties.

Supervision Received

The Analyst III reports directly to and receives assignments from the DAS Manager I. The Analyst III may also receive project direction from program leadership as needed.

Supervision Exercised

None.

Work Environment, Special Requirements/Other Information, Physical Abilities, Additional Requirements/Expectations, and Personal Contacts

Work Environment

The Analyst III works 40 hours per week in an office setting. Air conditioned, multiple floor building with elevator access, cubicle with natural and artificial lighting.

Most of the time, the Analyst III will work in the DAS offices or other locations throughout California as needed, may be required to work out of home via telework, if provided with proper office equipment. This position may require some local and intrastate travel. Travel from DAS office in Sacramento to Oakland Office or other DAS offices as needed. Travel may require overnight stays, weekends, and the willingness to work flexible hours that are necessary to meet the business needs of the division.

Special Requirements/Other Information



Demonstrated ability to perform complex analytical work related to program operations, data analysis, and business process improvement. Experience analyzing large datasets, validating data accuracy, and developing reports and dashboards to support program monitoring and executive decision-making.

Experience supporting system-related business operations, including requirements development, user acceptance testing, implementation of system enhancements, and coordination with contracted vendors. Ability to align business processes with system functionality across multiple programs and funding streams. Experience working with grant programs, financial processes, or similar program administration functions, including reporting, compliance monitoring, and performance tracking.

Ability to analyze complex issues, conduct root cause analysis, and develop effective solutions. Demonstrated ability to manage multiple priorities, coordinate cross-functional efforts, and communicate complex information clearly to both technical and non-technical audiences.

Physical Abilities

The Analyst III must be able to remain in a stationary position for 80% of the time. The Analyst III must occasionally move about inside the office to access file cabinets and office machinery. The Analyst III must constantly operate a computer and other office productivity machinery, such as a calculator, copy machine, and a computer.

Additional Requirements/Expectations

Ability to exercise a high degree of independent judgment while managing multiple high-priority assignments and meeting established deadlines. Demonstrated ability to lead and coordinate complex, system-supported projects that impact grant program operations, reporting, and compliance.

Ability to analyze complex operational and data issues, develop effective solutions, and implement process improvements that enhance program performance and data integrity. Strong organizational skills with the ability to prioritize competing demands and maintain attention to detail. Ability to communicate effectively with program staff, leadership, and external partners, including the ability to convey complex information clearly to both technical and non-technical audiences. Must be responsive to time-sensitive issues and adaptable to changing program priorities.

May require occasional travel and flexibility to support program needs.

Personal Contacts

The Analyst III interacts with internal staff, program leadership, external partners, grantees, and other governmental agencies regarding program operations, reporting, and system-related matters, including sensitive or confidential information.

Employee Acknowledgment

I have read and understand the duties listed above and certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform these assigned duties as described above with or without reasonable accommodation. If you believe a reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for a reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the

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Medical Management Unit in the Human Resources Office.

Employee Name

Employee Signature

Employee Sign Date

Supervisor Acknowledgment

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

Supervisor Name

Supervisor Signature

Supervisor Sign Date

HUMAN RESOURCES OFFICE APPROVAL

C&S Analyst Initials

Approval Date