

State of California  
GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
POSITION DUTY STATEMENT  
BU: 1, 4, 9, 10, 11, 12, & 14

EMPLOYEE:	CLASSIFICATION: Analyst II	HEADQUARTERS: Mather Campus
PROGRAM/UNIT: Recovery Directorate/ Recovery Operations Section/ Recovery Financial Administration Branch / Recovery Financial Processing Division I / Financial Processing Unit III	POSITION NUMBER: 163-536-5393-005 (CN 62003)	CBID: R01
TENURE: Permanent	TIME BASE: Full Time	WORK WEEK GROUP: 2
APPT EFFECTIVE DATE:	RANGE (IF APPLICABLE):	PROBATIONARY PERIOD: <input type="checkbox"/> 6 Mos. <input checked="" type="checkbox"/> 12 Mos. <input type="checkbox"/> N/A
IMMEDIATE SUPERVISOR:	CONFLICT OF INTEREST CATEGORY: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DMV PULL PROGRAM: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
1. SUPERVISION RECEIVED: The Analyst II works under the direction of the Supervisor I.		
2. SUPERVISION EXERCISED: None		
3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES): The incumbent works 40 hours per week in an office setting, with artificial light and temperature control. Daily access to and use of a personal computer and telephone is essential. Sitting and standing requirements are consistent with office work.		
4. PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH WHILE PERFORMING DUTIES): This position will have contact with internal California Governor's Office of Emergency Services (Cal OES) staff and branches, external federal, state, and local government representatives, public groups and individuals or high-level administrators.		
5. ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED): Failure to effectively perform the duties of the position could result in not meeting executive and branch deadlines, resulting in potential negative, program, fiscal, and public relations impacts.		
6. EMERGENCY OPERATIONS – ACTIVATION/OPERATIONAL ASSIGNMENT 100%: When requested to fill an operational assignment and until demobilized, the following duties will be performed, and your regular duties may temporarily cease:  May be required to work in the State Operations Center (SOC), Regional Emergency Operations Center (REOC), Joint Field Office (JFO), Area Field Office (AFO), Local Assistance Center (LAC), or other location to provide assistance in emergency response and recovery activities. All staff is required to complete operational related training and participate in one of three Readiness Teams that rotate activation availability on a monthly basis if not assigned to an Operational Branch (e.g., Fire/Law/Region/PSC Operations (Technicians)/PSC Engineering (Engineers)). May be required to participate in emergency drills, training, and exercises.  Staff need to work effectively under stressful conditions; work effectively & cooperatively under the pressure of short leave time; work weekends, holidays, extended and rotating shifts (day/night). Statewide travel may also be required for extended periods of time and on short notice.		

While fulfilling an operational assignment it is important to understand that you are filling a specific "position" and that position reports to a specific Incident Command System (ICS) hierarchy. This is the chain of command that you report to while on this interim assignment.

On Call/Standby/Duty Officer (if applicable)

If assigned on-call, standby or as a Duty Officer, you are required to be ready and able to respond immediately to any contact by Governor's Office of Emergency Services (Cal OES) Management (including contact from the State of California Warning Center) and report to work in a fit and able condition, if necessary, as requested.

7. JOB DESCRIPTION/GENERAL STATEMENT:

Under the direction of the Supervisor I in the Financial Processing Unit III, the Analyst II performs a broad range of journey level analytical tasks relating to financial, programmatic, and administrative requirements of the Validate As You Go (VAYGo) program as it pertains to various federal disaster recovery grant programs, such as Public Assistance (PA) Disaster Grant, Fire Management Assistance Grant (FMAG), Hazard Mitigation Grant Program (HMGP), Immediate Services Program (ISP), and others. Works under strict regulatory and administrative deadlines and acts with independence to maintain a routine workload and respond to short term special projects and priority assignments. Formulates policies, procedures, grants, and makes recommendations on program-related issues and advises management on potential program alternatives and impacts. May also serve in a lead capacity over program staff.

As a member of the Financial Process Unit III - VAYGo, the incumbent conducts the in-depth review of reimbursement claim supporting documentation for accuracy and allowability and interacts with subrecipients, Disaster Closeout teams, and other stakeholders, including Federal Emergency Management Agency (FEMA), to ensure the thorough analysis and completeness of the documentation on file. The incumbent provides program and policy analysis, and administrative and financial support best suited to this classification and is the primary program administrator for their respective region and subrecipients. Additionally, the incumbent provides final review and acceptance of the compliance documentation.

Must be able to logically and creatively analyze and resolve governmental/administrative problems of an average complexity using various tools and program applications; gather and analyze data to develop and evaluate alternatives for a variety of program related areas; make recommendations to management on those alternatives; communicate effectively orally and in writing, and function in an environment with demanding and changing priorities. Works independently while maintaining a standard workload and responding to frequent short-term tasks.

The incumbent works within a team environment; demonstrates willingness to assume complex duties and adapt to changing priorities; provides functional guidance in training and assisting less experienced employees. The incumbent exercises good judgment and demonstrates excellent communication and interactive skills. The incumbent is required to meet regulatory and internal deadlines on all assignments and must be proficient in the use of various computer word processing, spreadsheet, and database applications.

In alignment with our commitment to diversity, equity, inclusion, and accessibility, all Cal OES employees are encouraged to promote and foster an equitable and inclusive workplace environment.

Percent of Time	ESSENTIAL FUNCTIONS
30%	<p><b>Program Administration and Implementation</b> Independently plans, designs, and conducts analysis within established management framework including analysis of financial and administrative grant documents to ensure compliance with applicable laws, regulations, policies, procedures, and program guidelines. Develops and evaluates alternatives. Determines the adequacy, completeness, accuracy, and fairness of data; and determines the need for further reviews. Enters appropriate data into applicable data storage/management systems. Applies broad program knowledge to a variety of grant documents including amendments, obligations, supplements, final performance and/or closeout reports, grant assurances, governing body resolutions, signature authorizations, payment requests, etc. Analyzes inaccurate, incomplete, or non-compliant grant documents and/or other items, to determine the causes of the error and work with the subrecipient and the program representatives to resolve the error. Reconciles program-approved funding to all previous financial transactions for the subrecipient, and to the data management system.</p>
20%	<p><b>Program Development and Review</b> Drafts recommendations or responses for the most complex and /or significant program issues. Ensures that program deadlines are met. Conducts independent research, evaluation, and analysis of policy options, reviews legislation and program precedents, and conducts other investigations as necessary to develop and implement policies and procedures in support of Cal OES objectives. Develops, reviews, analyzes, monitors, tracks, and validates issue briefs, memorandums, SMART objectives, and funding recommendations. Duties require extensive use of databases, FEMA Grants Portal, Salesforce, Lotus Notes, Smartsheet, Excel, and other Microsoft Office software. Creates, monitors, and updates various electronic databases, tables, and charts. Must be proficient in word processing skills on a personal computer, and possess strong writing, research, communication, and analytical skills. Must also be able to read and understand technical and legal documents, and work in a team environment.</p>
20%	<p><b>Program Coordination and Technical Assistance</b> Performs research and analysis and responds to verbal and written inquiries about grant program administrative and financial data. Provides functional guidance and training to grant recipients and less experienced employees in grant program processes; and consults with and advises interested parties on a wide range of subject matter areas of the grant programs and processes. Prepares written responses for management review and approval. Coordinates work with other internal and external stakeholders to achieve expected outcomes and to meet set deadlines. Establishes and maintains a library of past and current grant program financial and administrative laws, regulations, policies, guidance documents, and reference materials. Presents ideas and information effectively both verbally and in writing; and advises management on the impact or potential impact of proposed systems changes.</p>
15%	<p><b>Systems Development, Maintenance and Analysis</b> Performs the most responsible, varied, and complex technical analytical tasks of the unit creates, reviews, and analyzes grants spreadsheets and systems reports; develops and evaluates alternatives to implement, improve, or correct complex systems, processes, policies, and procedures to meet grant program financial and administrative needs. Draws appropriate conclusions and formulates feasible and cost-effective recommendations. Develops and maintains standard operating procedures related to grant programs and administrative documents and data. Analyzes grant program procedures and forms to ensure program compliance and processing effectiveness. Identifies and resolves financial and administrative errors and gaps in the grant program database. Develops and</p>

	implements ways to measure, track, and maintain a high level of customer satisfaction (benchmarks, metrics, etc.) and identifies and solves customer problems quickly and effectively. Builds policies and procedures and secures resources required to support the effective and efficient delivery of products and services that provide customer value.
10%	<p>Research, Training, and Communication</p> <p>The incumbent must communicate effectively, be professional, flexible, tactful, and open-minded; work independently or in a cooperative team environment, accurately study, review and problem solve situations related to financial and administrative grant programs; provide effective leadership, when required, and train others as needed; evaluate effectively and provide alternatives, options, recommendations, and follow through with effective action; learn to apply federal, state, and local grant and disaster regulations and policies to process financial and administrative documents; present ideas and information effectively, both verbally and in writing; establish and maintain cooperative working relationships; reason logically and creatively; use word processing and spreadsheet software; work effectively under adverse conditions; and support the management and departments' vision and mission. May require travel to jurisdictions throughout the state to participate in training sessions to subrecipients on the VAYGo process and documentation compliance.</p>
Percent of Time	MARGINAL FUNCTIONS
5%	<p>Other Job-Related Duties as Required</p> <p>Performs other job-related duties as required to fulfill the Cal OES mission, goals and objectives. Additional duties may include, but not be limited to: assisting where needed within the program, which may include special assignments; complying with general State and Cal OES administrative reporting requirements (i.e. completion of time sheets, travel requests, travel expense claims, work plans, training requests, individual development plans, etc.); and attendance at staff meetings.</p>

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS

Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: Reviewing mail; preparing various forms; proofreading documents; reading printed material, computer screens, and handwritten materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
HEARING: Answering telephones; receiving verbal information from outside sources; understanding verbal instruction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
SPEAKING: Receiving visitors; answering inquiries and providing verbal information or instruction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
MOVEMENT: Delivering material to others; picking up materials from others; copying; faxing; distributing information; filing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SITTING: At a computer terminal or desk; conferring with employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
STANDING:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
BALANCING:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CONCENTRATING: Reviews and reads records/documents, researches, composes, analyzes, compiles, and updates technical documents; multi-tasking; prepares various forms and documents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
COMPREHENSION: Understanding needs of co-workers, clients; understands procedures and practices; Understands laws, regulations related to their work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
WORKING INDEPENDENTLY: Possesses ability to work independently as well as a team member, have good interpersonal and communication skills, ability to follow directions, take initiative, assume responsibility, and exercise good judgment and tact. Must be able to work alone without much guidance or interaction or interaction from other staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
LIFTING UP TO 10 LBS. OCCASIONALLY:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LIFTING UP TO 20 LBS. OCCASIONALLY AND/OR 10 LBS. FREQUENTLY:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LIFTING UP TO 20-50 LBS. OCCASIONALLY AND/OR 25-50 LBS. FREQUENTLY:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
KEYING: Pushing buttons on telephone; typing; copying.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS

Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
REACHING: Answering phones.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CARRYING: Distributing mail; reports; stocking supplies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CLIMBING: Stairs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BENDING AT WAIST:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
KNEELING:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PUSHING OR PULLING:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HANDLING: Documents, manuals, and materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
DRIVING:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OPERATING EQUIPMENT: Computer; telephone; copy machine; fax.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
WORKING INDOORS: Office environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
WORKING OUTDOORS:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WORKING IN CONFINED SPACE:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

OTHER INFORMATION

Must have knowledge of the state and related federal laws, rules, regulations, policies, and procedures. Must exercise good writing skills; follow oral and written directions, be responsive to the needs of the public and employees of Cal OES and other agencies; analyze situations and take effective action using initiative, resourcefulness, and good judgment. May need to work with limited supervision.

Consistent with good customer service practices and the goals of the Cal OES Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal and external customers, follow through on commitments, and solicit and consider internal and external customer input when completing work assignments.

SIGNATURES

Certification of Applicant/Employee

Note – If any concerns with performing the duties of this position with or without reasonable accommodation, discuss your concerns with the hiring supervisor, who in turn, will discuss with the Reasonable Accommodation Coordinator.

*I 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 the assigned duties as described above with or without reasonable accommodation.*

*I have read and discussed these duties with my supervisor:*

\_\_\_\_\_  
*Employee's Signature*

\_\_\_\_\_  
*Date*

*I certify that the above accurately represents the duties of the position:*

\_\_\_\_\_  
*Supervisor's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Civil Service Title*