

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

**NAME:**

**JOB TITLE:** Analyst I

**WORKING TITLE:** Grant Program Officer

**POSITION NUMBER:** 420-986-5157-

**STATEMENT OF DUTIES:** Under the supervision of the Supervisor I in the Tobacco Grant Program within the Division of Administrative Services, the Analyst I serves as a Grant Program Officer with the responsibility of administering the activities of the Tobacco Grant Program's \$30-million-dollar annual budget. The program provides funding to client agencies to enforce tobacco laws, including illegal sales and marketing of tobacco to minors, as well as compliance checks to reduce illegal sales of cigarettes and tobacco products to minors. All requests involve complex eligibility requirements. The incumbent must make logical and sound recommendations to resolve fiscal issues of varying complexity and make program decisions that mitigate audit findings for both client agencies and the Department.

**SUPERVISION RECEIVED:** Reports directly to the Supervisor I.

**SUPERVISION EXERCISED:** None.

**TYPICAL PHYSICAL DEMANDS:** Ability to sit at a computer terminal for extended periods of time, ability to use keyboard and type for extended periods of time, ability to bend and kneel to file.

**TYPICAL WORKING CONDITIONS:** In a remote work environment, home office or similar hybrid environment. Ability to sit, type, rotate, and work at a computer workstation. Ability to bend, lift up to 25 pounds occasionally.

**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%** Review and analyze the use of funds for expenditures funded by the Proposition 56 grant awarded to client agencies throughout California, provide recommendations for the appropriate use of funds to senior analyst and management. Assist in monitoring and tracking the program's \$30-million-dollar annual budget encumbrances and expenditures. Represent the Attorney General's Office as the program specialist and primary liaison to the various client agencies throughout the state and make recommendations regarding allowable costs and modifications to grants. This will require the Grant Program Officer to: Review and process less complex invoices and grant modifications requests submitted by client agencies before submission to the lead analyst or Supervisor I for approval to ensure proper spending; Work with client agencies to correct invoices, process adjustments;

Analyst I

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Resolve contract or MOU discrepancies; Provide assistance to senior analyst or management with more complex requests; Ensure all client agency requests for funds are processed in a timely and efficient manner while working closely in partnership with the Division's Accounting Unit to confirm accurate fund distributions occur within tight deadlines. Document all written and verbal communications, decisions and actions taken with client agencies; and Ensure all client agency progress reports are completed and are alignment with approval grant activities and invoices claims.

**25%** Conduct periodic site visits with client agencies. Monitor the shared mailbox for the program and assist client agencies in the absence of their assigned Grant Program Officer.

**20%** Review and analyze specific agency information for audits conducted by DOJ's Office of Program Oversight and Accountability, and the California State Auditor. Collaborate with senior analyst on recommendations pertaining to audit analysis. Assist with identifying and gathering agency materials to support Public Records Act requests.

**MARGINAL FUNCTIONS:**

**5%** Assist in developing training material and participate in ongoing Tobacco Grant Program trainings/workshops to client agencies throughout California on the program's policies and procedures. Participate in helping to prepare the Request for Proposal materials for the next FY funding and also update the Tobacco Grant Program Grantee Handbook when legislative or procedural changes occur.

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*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 Name (Print)

\_\_\_\_\_  
Supervisor's Name (Print)

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

**NAME:**

**JOB TITLE:** Analyst II

**WORKING TITLE:** Grant Program Officer

**POSITION NUMBER:** 420-986-5393-

**STATEMENT OF DUTIES:** Under general direction of the Supervisor I in the Tobacco Grant Program within the Division of Administrative Services, the Analyst II serves as a Grant Program Officer with the responsibility of administering the activities of the Tobacco Grant Program's \$30-million-dollar annual budget. The program provides funding to client agencies to enforce tobacco laws, including illegal sales and marketing of tobacco to minors, as well as compliance checks to reduce illegal sales of cigarettes and tobacco products to minors. All requests involve complex eligibility requirements. The Analyst II must make logical and sound decisions to resolve fiscal issues of varying complexity and make program decisions that mitigate audit findings for both client agencies and the Department.

**SUPERVISION RECEIVED:** Reports directly to the Supervisor I.

**SUPERVISION EXERCISED:** None.

**TYPICAL PHYSICAL DEMANDS:** Ability to sit at a computer terminal for extended periods of time, ability to use keyboard and type for extended periods of time, ability to bend and kneel to file.

**TYPICAL WORKING CONDITIONS:** In a remote work environment, home office or similar hybrid environment. Ability to sit, type, rotate, and work at a computer workstation. Ability to bend, lift up to 25 pounds occasionally.

**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%** Determine appropriate use of funds for expenditures funded by the Proposition 56 grant awarded to client agencies throughout California. Monitor and track the program's \$30-million-dollar annual budget's encumbrances and expenditures, which also include fiscal monitoring of program funds. Represent the Attorney General's Office as the program specialist and primary liaison to the various client agencies throughout the state and make decisions regarding allowable costs and modifications to grants. This will require the Grant Program Officer to: Review and process all invoices and grant modification requests from client agencies before submission to the Supervisor I for approval to ensure proper spending; Work with client agencies to correct invoices, process adjustments, resolve contract or MOU discrepancies; Ensure all client agency requests

for funds are processed in a timely and efficient manner while working closely in partnership with the Division's Accounting Unit to confirm accurate fund distributions occur within tight deadlines; Document all written and verbal communications, decisions and actions taken with client agencies; and Ensure all client agency progress reports are completed and are in alignment with approved grant activities and invoice claims.

**25%** Conduct periodic site visits with client agencies. Monitor the shared mailbox for the program and assist client agencies in the absence of their assigned Grant Officer.

**20%** Review, analyze and write recommendations pertaining to specific agency information for audits conducted by DOJ's Office of Program Oversight and Accountability and the California State Auditor. Assist with identifying and gathering agency materials to support Public Records Act requests

**MARGINAL FUNCTIONS:**

**5%** Help develop training material and participate in ongoing Tobacco Grant Program trainings/workshops to client agencies throughout California on the program's policies and procedures. Participate in helping to prepare the Request for Proposal for the next FY funding and also update the Tobacco Grant Program Grantee Handbook when legislative changes occur.

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- 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.

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Employee's Name (Print)

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Supervisor's Name (Print)

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Employee's Signature                      Date

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Supervisor's Signature                      Date