

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

VACANT

CLASSIFICATION:

Analyst II

POSITION NUMBER:

800-022-5393-910

DIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)*

Office of Equity/Immigrant Integration Branch/Sac

BUREAU/SECTION/UNIT: *(UNDERLINE ALL THAT APPLY)*

ISB/Program Operations & Systems Unit

SUPERVISOR'S NAME:

Jennifer Jimenez

SUPERVISOR'S CLASS:

Supervisor I

SPECIAL REQUIREMENTS OF POSITION *(CHECK ALL THAT APPLY)*:

- Designated under Conflict of Interest Code.
- Duties require participation in the DMV Pull Notice Program.
- Requires repetitive movement of heavy objects.
- Performs other duties requiring high physical demand. *(Explain below)*
- None
- Other *(Explain below)*

I certify that this duty statement represents an accurate description of the essential functions of this position.

SUPERVISOR'S SIGNATURE

DATE

I have read this duty statement and agree that it represents the duties I am assigned.

EMPLOYEE'S SIGNATURE

DATE

SUPERVISION EXERCISED *(Check one)*:

- None Supervisor Lead Person Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises.

Total number of positions for which this position is responsible:

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.

MISSION OF ORGANIZATIONAL UNIT:

The Immigration Services Bureau ensures the effective development and implementation of programs and funding initiatives necessary to support legal services, outreach, community education, and other immigrant integration efforts.

CONCEPT OF POSITION:

Under the direction of the Supervisor I, the Analyst II is responsible for administrative and operational functions including developing and formalizing operational processes and procedures, supports grant/contract process and compliance oversight, and coordination with administrative partners to improve workflows. The Analyst II also conducts research, analysis, and implementation of automated systems to improve program efficiency and efficacy.

A. RESPONSIBILITIES OF POSITION:**40% Grant and Contract Administration**

Leads the contract/grants execution process and preparation of funding application for all Bureau programs. This includes maintaining and improving the grant/contracting operations manual, training program staff on the grant/contract process, and preparing contract/grants for execution. Monitors final departmental review of contract/grants requiring approval and ensures assigned contract management responsibilities and activities conform to contract laws, rules, policies, procedures, and statutes. Assists with contract/grant closeouts including accounting reconciliation and monitoring ongoing grant eligibility compliance. Draft scope(s) of work and responds to correspondence regarding contract/grant procedures, activities, and issues affecting the State of California contracting. Maintains a contract/grants database and provide status updates to management throughout the contract process. Attends, presents and supports meetings with internal staff on sensitive and/or complex contract/grants. Evaluates and prepares new contract/grants, amendments, or renewals to meet the business needs of the Bureau. Provides weekly, monthly, and quarterly progress reports to management as needed.

35% Administrative Operations

Leads in the Bureau administrative functions including developing and/or formalizing standards procedures and processes, respond to Public Requests for Information, maintaining the Americans Disabilities Act compliance, and system for personnel compliance. Implements automated systems for reporting and contract/grant management. Centralizes systems for communication that utilizes Share Point, and coordinates with Administrative partners regarding personnel, accounting, grants, data evaluation, and other functions as needed. Assists with the Bureau invoicing administration including monitoring and evaluating the invoice process, coordination with budgets and accounting to ensure proper funding encumbrance, liquidation and reconciliation. Supports the preparation of Budget Change Proposals for the Bureau.

15% Systems and Reporting

Lead in creating technology solutions and data systems for the Bureau including procurement negotiations, implementation, staff capacity building and training and ensuring ongoing system maintenance. Coordinates Bureau program reporting, data collection, and oversight of database systems. Maintains technology related policy and process development for invoicing, and contract/grant management for the Bureau.

5%

Conducts other administrative or department assignments as needed (i.e., budget preparation, expenditures, personnel training plans, personnel transactions, employee issues, the Public Records Act, Week Ahead Reports, and other duties). Supports program staff with evaluation of funding applications and dissemination of program-related information to stakeholders, as appropriate.

5% Performs other duties as assigned. Overnight travel may be required.

B. SUPERVISION RECEIVED:

The Analyst II receives supervision from the Supervisor I. The assignments usually come from the Supervisor I but may come from the Branch, Bureau, or Section Chief. The Analyst II is expected to work independently to produce complete products. In addition, the Analyst II is expected to coordinate work in progress with all other affected units/organizations. Products are reviewed for completeness and consistency.

C. ADMINISTRATIVE RESPONSIBILITY:

The Analyst II assists in the performance of administrative responsibilities including, but not limited to, budget requests, requests for personnel transactions, and ITAP requests.

D. PERSONAL CONTACTS:

The Analyst II interfaces with all levels of departmental managers, supervisors and employees, as well as legislative staff, nonprofit organizations, other state agencies and departments, and advocates involving immigration issues.

E. ACTIONS AND CONSEQUENCES:

Documents and correspondence prepared by the Analyst II will be the basis for making policy and contract decisions affecting the Immigration Services programs and its population in California. Such documents must take into consideration all factors and alternatives to ensure that enough information is provided for the Administration to make educated decisions. Inaccurate or inadequate information could result in inappropriate decisions that affect part or all of the needy immigrant population in California or poor program operations and delivery of services.

F. OTHER INFORMATION:

This position also requires strong leadership, PC and interpersonal communication skills. Overnight travel may be required.