

☐	Current
☒	Proposed

Classification / Working Title Analyst III/ Grant Coordination Specialist	Employee Name
Position Number 014-029-5402-XXX	Supervisor Name / Classification Stephen Tachiera / Manager II
Division / Branch / Unit Administrative Services Division / Office of Grants Administration	Effective Date
Collective Bargaining Unit Identifier (CBID) R01	Work Week Group (WWG) 2
Tenure Permanent	Timebase Full Time
Physical CDFA Headquarters Location 1220 N Street, Sacramento, CA 95814	Division / Program Hyperlink https://www.cdfa.ca.gov/grants/
As an employee of the California Department of Food and Agriculture (CDFA), we are stewards of public resources, we operate in a transparent, authentic, and ethical manner and are accountable for our actions. We expect true, open partnership with our colleagues within CDFA and with our partners outside of CDFA. We demonstrate courtesy, dignity, compassion, and consideration in every interaction. Together, we strive to create a workplace and implement programs that promote diversity, equity, belonging, and accessibility. We base our vision for the future and our everyday decisions on fair, objective measures and cutting-edge science.	
Division / Branch / DAA Information: The Office of Grants Administration (OGA) is the central focal point for all grant funded activities within the California Department of Food and Agriculture (CDFA). OGA leads the way in shaping and managing the Department's grant portfolio through analysis, forecasting, planning, and oversight. Our team drives innovation by developing and implementing forward-thinking strategies, policies, and best practices to ensure grant funds deliver maximum impact for CDFA programs and stakeholders. OGA plays a critical role in reviewing, coordinating, and executing all grant and contractual agreements on behalf of the Department, ensuring compliance, efficiency, and alignment with organizational goals. Through collaborative partnerships and proactive guidance, OGA supports the Department's mission by providing exceptional service and administering essential programs that strengthen California's agricultural community.	
Position Identification: Under the general direction of the Manager II, the Analyst III performs the more responsible, varied and complex duties to centralize the planning, forecasting, coordination, and implementation of the Department's grant programs that span multiple divisions. This position will support outreach and the increased need for coordination across CDFA's Divisions and the Audit Office to ensure uniformity and consistency across grant programs and to improve effectiveness of stakeholder's engagement to best serve the needs of California's agricultural industry. The incumbent is responsible for developing and inspiring the CDFA workforce and delivering great results for Californians and CDFA grant programs. The incumbent must set a clear vision to achieve productive results by developing plans to meet goals, leverage staff skills, and solve problems; build collaborative relationships and foster an inclusive environment for consensus-building and decision-making; coach, guide, train, instruct, and develop team members; empower staff through a sense of shared ownership and decision-making; create an open and transparent environment for the exchange of information; foster a team environment through the support and recognition of team members; promote customer service and accountability; motivate loyalty to the Department's mission and commitment to drive continuous improvement for better results. The incumbent must inspire personal credibility through authenticity, confidence, consistency, courage, decisiveness, generosity, honesty, integrity, and judgment.	

Special Requirements:

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| ☒ Conflict of Interest Filer (Form 700) | ☒ California Driver's License |
| ☐ Medical Clearance | ☐ Travel Required over 10% - Employer Pull Notice (EPN) Required |
| ☐ License / Certificate Required | ☐ Field Work: ____% |
| ☐ Bilingual: Pass a State written and/or verbal proficiency exam in _____ | ☐ Other (Specify): _____ |
| ☒ Telework (TW) Eligible: The amount of telework is at the discretion of the CDFA. It is based on the current TW policy and is subject to change. | |

Essential Functions:

40%	Administrative Duties • Act as the CDFA grant editor for the Statewide California Grants Portal (SCGP). Ensure CDFA grant programs comply with SCGP requirements when entering grant opportunities and award data. • Gather, review, analyze and interpret grant program data for CDFA's response to public records act, Executive management team, partner agencies, and stakeholders' requests related to grant coordination efforts. • Review, analyze and interpret existing grant program legislation and proposed grant program legislation on an ongoing basis to assist the Department with standardizing grant requirements, reporting, monitoring performance, etc. • Prepare bill analyses for assembly and senate bills that impact CDFA related to grants. Coordinate with CDFA grant programs, Budget Office, and Farm Equity Office to secure feedback and develop a comprehensive analysis. • Develop, conduct, and coordinate the Department's quarterly all-hands meetings, and Department-wide training to ensure all Department staff who prepare, administer, or manage grants are aware of the most up-to-date rules, policies, and procedures. • Review CDFA grant program Requests for Proposals (or equivalent solicitation documents), ensure compliance with grant regulations, and provide guidance as needed. • Maximize consistency of publicly available grant materials across grant programs, including solicitation documents, procedures manuals, reporting and invoice or advance forms. • Identify funding opportunities and notify appropriate branches and divisions. Coordinate development of applications, review for completeness and responsiveness to program requirements, submit through the appropriate application method. • Coordinate with the Grant Awards Unit when funding opportunities have been selected by Executive Management or CDFA grant programs for application.
30%	Grant Project Management • Responsible for planning, executing, monitoring, and controlling all activities for the assigned grant functions within CDFA. Collaborate with the Office of Information Technically Services (OITS) and other impacted programs to conduct system demonstrations and facilitate routine meetings regarding the need, utilization, and improvement of grant systems to streamline the application, reviews, and project management. • Develop and maintain electronic calendar of events through all phases of the grant process for all CDFA grant programs/events. Monitor upcoming events and provide information on upcoming events for the Week Ahead Report.

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	• Collect data and prepare analysis to inform management and appropriate staff on the status of individual grant awards. • Oversee the management of a standardized grant application portal for all aspects of the grant process (solicitation, administrative review, and management) in collaboration with senior management while developing and sustaining cooperative working relationships with stakeholders through all phases of the grant project. • Facilitate interdepartmental coordination and communication on multi-departmental grant projects relevant to CDFA's internal, external, state and federal stakeholders within the agricultural industries to ensure that grants accessible, processed, and administered in a timely manner and according to grant requirements; provide technical expertise in determining grant compliance requirements. • Review the progress of the project, discuss outstanding project issues and mitigation strategies, and communicate upcoming project activities.
25%	Policies, Audit, and Outreach • Research and apply State, Federal, and CDFA's grant administration regulations, policies and procedures when developing guidance documents and training materials. • Develop and implement administrative procedures and controls for grant administration process. • Review audits conducted by State, Federal, and/or departmental auditors on grant administrative and fund requirements and coordinate reporting of past performance. • Document the steps needed to start and maintain a grant program to ensure CDFA is prepared for future allocations and/or personnel change. Prepare guidance documents and materials as needed. • Travel to participate in stakeholder outreach and education meetings to ensure stakeholder engagement is maximized.
Non-Essential/Marginal Functions:	
5%	Other related duties as assigned.
Desirable Qualifications: Strong knowledge of State and federal grant administration policies, regulations, and reporting requirements, with the ability to interpret legislation, standardize procedures, and analyze complex data to support informed decision-making. Proven experience managing multi-program grant portfolios, coordinating cross-departmental projects, and using grant management systems to streamline applications, review, and monitor workflows. Skilled in forecasting funding needs, preparing bill analyses, reviewing audits, and ensuring compliance. Demonstrated ability to develop training materials, provide technical guidance, and maintain clear documentation across diverse grant programs. Excellent written and verbal communication skills to engage stakeholders and produce accurate, high-quality reports for leadership and partners.	
Work Environment and Equipment Used: The duties of this job are performed indoors approximately 95% of the time. The remaining 5% involves traveling to a variety of locations with California to perform duties such as training, meetings, or workshops on behalf of OGA. Travel requires use of common carriers (airplanes, trains, etc.) and automobiles. The employee's workstation is located inside the OGA and is equipped with standard office equipment.	
This position may/may not be eligible for telework. The amount of telework is at the discretion of the CDFA and based on the current telework policy. While the CDFA supports telework where possible, in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksite with minimal notification if an urgent need arises, as determined by the Department.	

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Physical/Mental Abilities: Work at a cubicle using a computer and peripherals. Ability to analyze, effectively track projects, and develop recommendations. Ability to regularly focus and produce effective analytical work over long periods of time.

Employee Certification

This duty statement reflects the typical duties of the essential functions described for the position. It is not considered an all-inclusive list of work requirements. I have read and discussed the duties of this position with my supervisor and understand I may perform other duties as assigned, including but not limited to, work in other functional areas to cover absences, peak work periods, or balance workload.

I certify I possess qualifications, including but not limited to, integrity, initiative, dependability, good judgement, and the ability to work cooperatively with others. Additionally, I am able to perform the assigned duties with or without reasonable accommodation. Should I have any concerns about performing the assigned duties, I will discuss them with the hiring manager who will provide the required information for the Office of Civil Rights.

I have read the duty statement and discussed the duties with my supervisor.

Employee Name (Print)	Signature	Date
Supervisor Statement: I have discussed the duties outlined in the duty statement and provided a copy to the employee.		
Supervisor Name (Print)	Signature	Date

CC: Employee
Official Personnel File
Supervisor's Drop File