

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: Finance and Logistics Administration/ Grants Management/ Victim Services/ Human Trafficking, Victim Housing & Youth Division Division/ Human Trafficking & Legal Assistance Unit	POSITION NUMBER: 163-872-5393-003 (11155)	CBID: R01
TENURE: Permanent	TIME BASE: Full-Time	WORK WEEK GROUP: 2
APPT EFFECTIVE DATE:	RANGE (IF APPLICABLE): N/A	PROBATIONARY PERIOD: ☐ 6 Mos. ☒ 12 Mos. ☐ N/A
IMMEDIATE SUPERVISOR: Supervisor I	CONFLICT OF INTEREST CATEGORY: ☐ Yes ☒ No	DMV PULL PROGRAM: ☒ Yes ☐ No
1. SUPERVISION RECEIVED: The position is under the direction of the Human Trafficking & Legal Assistance Unit Chief, Supervisor I.		
2. SUPERVISION EXERCISED: None.		
3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES): The incumbent will work a minimum of 40 hours per week, with possible overtime in the event of an emergency. Daily access to and use of a computer and telephone is essential. Sitting and standing requirements are consistent with office work. Travel to Subrecipient sites throughout the State is required. Participation in the Department of Motor Vehicles Employer Pull Notice Program is required.		
4. PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH WHILE PERFORMING DUTIES): Direct contact with Department managers/supervisors, program staff; Subrecipients (including elected officials and Chief Financial Officers of local units of government and/or community-based organizations) as well as managers and staff from various other state and/or federal agencies or departments.		
5. ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED): Failure to effectively perform the duties of the position could ultimately result in the loss or delay of funding for the State of California, California Governor's Office of Emergency Services (Cal OES), local communities, and/or victims/survivors of crime. Failure to effectively perform the duties of the position could also result in not meeting Unit, Division, and/or Branch deadlines, resulting in potential negative 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		

(CONTINUED) EMERGENCY OPERATIONS – ACTIVATION/OPERATIONAL ASSIGNMENT 100%: 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:

The Analyst II performs complex analytical, technical, and evaluative work in support of state and federally-funded Victim Services grant programs. The incumbent manages a portfolio of Grant Subawards; analyzes programmatic and fiscal documentation for compliance; conducts monitoring and assessments of Subrecipients; provides technical assistance; and develops analytical reports and recommendations. The position exercises independent judgment within established laws, regulations, Grant Subaward conditions, and program guidelines.

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
25%	Analyze Grant Subaward Applications, Amendments, Modifications, and budgets for accuracy and compliance with all applicable controlling documents including but not limited to federal and state rules, programmatic documents, various automated systems, and the Subrecipient Handbook.
20%	Conduct formal Grant Subaward Performance Assessments in-person and/or virtually and complete Performance Assessment Reports. Review and approve corrective action plans and respond to any findings. Analyze Progress Reports and enter data into federal systems and internal spreadsheets as needed. Track programmatic progress and spending of Grant Subaward funds.
15%	Analyze expenditure reporting and requests for payments to ensure they are completed accurately and Subrecipients are spending Grant Subaward funds in compliance with applicable controlling documents. Track to ensure spending is commensurate with the Grant Subaward performance period and that requested funds are claimed appropriately per the Subrecipient Handbook. Monitor the timeliness of expenditure reporting and requests for payments to ensure compliance with required frequency.
15%	Serve as the point of contact for Subrecipients, identify Subrecipient training needs, provide guidance and technical assistance throughout the Grant Subaward performance period, including the application and reimbursement processes, reporting requirements, and close out process. Provide technical assistance to Subrecipients on administrative and programmatic questions/issues.

10%	Function as the lead Analyst II for one to four programs including: researching and updating programmatic components for Competitive Funding Opportunities (CFO) or Non Competitive Funding Opportunities (NCFO), developing and/or updating Progress Report questions and statistics, completing required processes in various automated systems to allocate/obligate and disencumber funds, and assisting the Unit Chief in tracking program-wide activities and spending.
10%	Prepare reports and make recommendations for management, the Governor's Office, the Joint Legislative Budget Committee, Congress, advisory committees and/or other stakeholders on program activities and performance measures. Perform special assignments and other related duties as required: read and rate proposals for the competitive funding processes, conduct legislative analyses, provide input for federal reports, in-person multi-Subrecipient training, and support advisory committees.
Percent of Time	MARGINAL FUNCTIONS
5%	Other Job-Related Duties as Required The incumbent will perform other job-related duties as required to fulfill the Cal OES mission, goals and objectives. Additional duties may include, but are not be limited to: assisting where needed within the agency, This may include special assignments; complying with general State and Cal OES administrative reporting requirements (i.e. completion of Empower time reporting, travel requests, travel expense claims, work plans, training requests, individual development plans, etc.), and attendance at staff meetings.

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.	☐	☐	☐	☐	☒
HEARING: Answering telephones; receiving verbal information from outside sources; understanding verbal instruction.	☐	☐	☐	☐	☒
SPEAKING: Receiving visitors; answering inquiries and providing verbal information or instruction.	☐	☐	☐	☐	☒
MOVEMENT: Delivering material to others; picking up materials from others; copying; faxing; distributing information; filing.	☐	☐	☐	☒	☐
SITTING: At a computer terminal or desk; conferring with employees.	☐	☐	☐	☐	☒
STANDING:	☐	☒	☐	☐	☐
BALANCING:	☐	☒	☐	☐	☐
CONCENTRATING: Reviews and reads records/documents, researches, composes, analyzes, compiles, and updates technical documents; multi-tasking; prepares various forms and documents.	☐	☐	☐	☐	☒
COMPREHENSION: Understanding needs of co-workers, clients; understands procedures and practices; Understands laws, regulations related to their work.	☐	☐	☐	☐	☒
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.	☐	☐	☐	☐	☒
LIFTING UP TO 10 LBS. OCCASIONALLY:	☐	☒	☐	☐	☐
LIFTING UP TO 20 LBS. OCCASIONALLY AND/OR 10 LBS. FREQUENTLY:	☐	☒	☐	☐	☐
LIFTING UP TO 20-50 LBS. OCCASIONALLY AND/OR 25-50 LBS. FREQUENTLY:	☒	☐	☐	☐	☐
KEYING: Pushing buttons on telephone; typing; copying.	☐	☐	☐	☒	☐
REACHING: Answering phones.	☐	☐	☐	☒	☐

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
CARRYING: Distributing mail; reports; stocking supplies.	☐	☒	☐	☐	☐
CLIMBING: Stairs	☐	☒	☐	☐	☐
BENDING AT WAIST:	☐	☒	☐	☐	☐
KNEELING:	☐	☒	☐	☐	☐
PUSHING OR PULLING:	☐	☒	☐	☐	☐
HANDLING: Documents, manuals	☐	☐	☐	☐	☒
DRIVING:	☐	☒	☐	☐	☐
OPERATING EQUIPMENT: Computer; telephone; copy machine; fax.	☐	☐	☐	☐	☒
WORKING INDOORS:	☐	☐	☐	☐	☒
WORKING OUTDOORS:	☐	☒	☐	☐	☐
WORKING IN CONFINED SPACE: Enclosed office environment.	☐	☐	☐	☐	☒

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