



GAVIN NEWSOM
GOVERNOR

STATE OF CALIFORNIA
GOVERNOR'S OFFICE OF BUSINESS AND ECONOMIC DEVELOPMENT (GO-Biz)

POSITION DUTY STATEMENT

Classification Title Analyst II	Unit GCA	Name Vacant
Working Title Grants Coordinator	Position Number 373-101-5393-901	Effective Date TBD

GENERAL STATEMENT:

Under the general direction of the Associate Deputy Director within the Grant and Contract Administration (GCA) Unit, the Analyst II will perform grant management and compliance duties related to the grant program managed by the REDI unit which consists of the California Jobs First Implementation grant. The Analyst II will review, evaluate, and make recommendations for approval of grant applications and reimbursements to the Associate Deputy Director. This position is a 12-month Limited Term, which may be extended up to a maximum of 24 months. Up to 10% travel may be required.

ESSENTIAL FUNCTIONS:

45%	Perform grant management functions, which includes the following activities: • Review invoices and supporting documentation from grantees and make recommendations for approval or denial. • Review performance reports and monitor grantee performance per grant contract requirements. • Review requests for budget and workplan modifications from grantees and make recommendations for approval or denial. • Provide technical assistance and support to grantees.
25%	Perform grant compliance and evaluation duties, which includes the following activities: • Track, monitor, and verify grant compliance and review and audit invoices and reports from grantees. • Inspect, review, and audit the books, accounts, files, and other records of grantees to verify proper use of grant awards as needed. • Conduct grant program evaluations to determine the effectiveness of the program administered by the REDI unit • Potentially conduct site visits and meetings with grant recipients to evaluate grantee programs and conduct compliance reviews. Said activities may require

	multiple day/overnight travel.
15%	Provide technical assistance to grant applicants and stakeholders before, during, and after the grant solicitation process including review and evaluation of grant applications, make recommendations for approval of grant applications, and provide post application evaluation feedback to grant applicants.
10%	Perform unit and management support duties, which includes, but is not limited to, the following activities: • Assist with the development of outreach materials and support presentations to stakeholders to explain the California Jobs First Implementation grant program, including the application and evaluation processes, and grant compliance. • Provide training to staff on the unit's grant program, including grant application review, invoice review, and grant management functions. • Review completed assignments from unit staff for accuracy and compliance with the unit's administrative procedures and requirements, including final review of invoices from grantees prior to management approval.
5%	Perform other job-related duties as assigned to fulfill the mission, goals and objectives of GO-Biz.

SUPERVISION EXERCISED

None.

SUPERVISION RECEIVED

This position reports to the Associate Deputy Director within the GCA unit.

PUBLIC AND INTERNAL CONTACTS

During the course of work, the Analyst II may have contact with state and local governmental agencies, non-profit organizations, stakeholders and the public. These contacts require a high degree of sensitivity and awareness of the functions and interrelations of various government, private organizations, stakeholders and the media.

INITIATIVE AND INDEPENDENCE OF ACTION

The Analyst II is relied upon to ensure the completion of assignments without direct supervision. The ability to set and manage priorities, develop and recommend policies for all programs, and ensure completion of work is required. This position also requires a high level of problem-solving, technical skills, perceptive judgment, independence of action, and accurate assessment of intricate situations.

CONSEQUENCE OF ERROR

Errors, poor judgment, and a lack of professionalism have a direct bearing on the reputation and success of the REDI unit and GO-Biz.

CERTIFICATION

This duty statement fairly represents actual responsibilities, duties performed and reporting relationship of the position. If any aspect of this statement is substantially changed, a new statement will be prepared and submitted to the Personnel Office.

I have read and understand the duties listed above and can perform them either with or without reasonable accommodation. Reasonable accommodation needs should be discussed with your hiring supervisor. If you are unsure whether you require reasonable accommodation, please inform your supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.

Employee's Signature:

Analyst II	Date

Employee's Printed Name:

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Supervisor's Signature:

Associate Deputy Director Grant and Contract Administration Unit	Date

Supervisor's Printed Name:

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