



DUTY STATEMENT	
Classification Title: Analyst II	Division: Headquarters
Working Title: Grants and Special Projects Analyst	Office/Unit: Administration
Position Number:	Effective Date:
Incumbent Name:	COI Classification ☐ YES ☒ NO
Supervisor Name:	Supervision Exercised ☐ YES ☒ NO
SUMMARY STATEMENT	
Under the general direction of the designated SCDD manager, the Grants and Special Projects Analyst independently performs the more complex analytical work necessary to develop, implement, administer, monitor, and evaluate the project. The incumbent serves as SCDD's primary project contact and coordinates the competitive solicitation, grant or contract administration, deliverable and invoice review, technical assistance, performance monitoring, reporting, and closeout activities. The incumbent also provides analytical and project support for other SCDD funding activities, administrative processes, and statewide initiatives as assigned. The incumbent works with SCDD management and administrative staff, the selected grantee or contractor, project partners, families, and other interested parties to support successful and accountable project implementation. Travel, including occasional overnight travel, may be required to perform these duties and responsibilities.	
DUTIES AND RESPONSIBILITIES	
35%	SEPAN Grant Administration and Project Oversight Independently coordinate the development and administration of competitive Requests for Proposals (RFPs) and related grant or contract documents for the Special Education Parent Action Network project (SEPAN). Research program needs and requirements; develop draft scopes of work, deliverables, timelines, performance measures, reporting requirements, application instructions, evaluation criteria, and scoring tools; and coordinate review with SCDD management, contracts, budget, legal, and other appropriate staff. Respond to questions from prospective applicants in accordance with solicitation requirements. Coordinate application intake, completeness reviews, evaluation panels, scoring documentation, conflict-of-interest requirements, award recommendations, protest-related records, and grant or contract execution activities. Maintain complete procurement and award files and ensure processes and recommendations are documented and consistent with applicable laws, regulations, policies, procedures, and funding requirements. Prepare analyses and recommendations for management decision and approval. Serve as SCDD's primary day-to-day liaison to the selected grantee(s). Conduct project kickoff and monitoring meetings; establish and maintain workplans, schedules, deliverable trackers, and issue logs; and monitor performance against the approved scope of work, budget, milestones, outcomes, and grant or contract terms. Review programmatic and fiscal reports, work products, supporting documentation, and invoices for completeness, accuracy, allowability, and consistency with approved activities and expenditures.

	Reconcile invoices to deliverables and budget categories, resolve discrepancies, document findings, and prepare payment recommendations for management approval and processing. Identify delays, compliance concerns, performance deficiencies, or risks; provide or coordinate technical assistance; recommend corrective actions, amendments, or other remedies; and promptly elevate significant concerns to management. Coordinate grant or contract closeout, including final deliverables, final invoice review, reconciliation, records, and confirmation that all requirements have been satisfied.
30%	Program Coordination, Analysis, and Reporting Develop and maintain subject-matter knowledge of special education, parent and family support, effective network and outreach practices, and relevant project requirements. Coordinate with the grantee or contractor, SCDD staff, families, community-based organizations, educational partners, public agencies, and other interested parties to support project implementation and address emerging needs. Review the quality, accessibility, cultural and linguistic responsiveness, and plain-language content of project materials and activities, and recommend revisions as needed. Collect, validate, analyze, and maintain project data on activities, participation, reach, expenditures, deliverables, outcomes, and participant feedback. Evaluate progress and effectiveness; identify trends, gaps, and opportunities for improvement; and prepare regular status reports, dashboards, correspondence, briefings, and presentations for SCDD management and other audiences. Recommend program, process, or future solicitation changes based on project results, stakeholder input, and lessons learned.
30%	Agency Grants and Special Project Support Provide analytical and project support for other SCDD grants, contracts, funding activities, administrative processes, and statewide initiatives. Research funding opportunities and provide assistance with grant applications, Budget Change Proposals, supporting data, narratives, and other funding requests. Develop and update grant, contract, and administrative-related procedures, templates, checklists, and tracking tools. Support assigned statewide initiatives, through meeting facilitation, participant supports, outreach, accessible program communications, activity tracking, reporting, and leadership updates.
MARGINAL FUNCTIONS:	
5%	The incumbent may be required to perform other duties as assigned, appropriate for the classification, and other related duties to fulfill the SCDD mission, goals, and objectives. Additional duties may include but not be limited to: Assisting where needed within the agency, which may include special assignments. Complying with general State and SCDD administrative reporting requirements (i.e. completion of time sheets, travel requests, training requests, etc.). Attending and participating in meetings, training, and exercises.
CONDUCT, ATTENDANCE, AND PERFORMANCE EXPECTATIONS	

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) with the public, with stakeholders, and with internal team members; develop and maintain knowledge and skill related to specific tasks, programs, technology, methods, materials, tools, and equipment; complete assignments efficiently; perform professionally and with sound judgment, and adhere to departmental policies and procedures regarding attendance, leave, and conduct.

The incumbent must interact and collaborate in an appropriate and professional manner with individuals with IDD and/or cross-disabilities, family members, representatives of various federal, state, and local government agencies, private or non-governmental organizations, advisory committee members, and the public. They must follow secure protocol for use and maintenance of confidential and sensitive information, documentation, and work equipment, and must follow the agency's records retention policy.

The incumbent must be knowledgeable about developmental disabilities service system and cross-disability services and must deliver completed work that adapts to different learning styles and needs to support knowledge translation. This includes use of universal design, plain language, disability culture and etiquette, and cultural competency (including race, ethnicity, language, geography, justice involved, SES, age, LGBTQIA+, etc.). Ensure all deliverables and documents electronically shared or viewed are accessible, 508 compliant.

The incumbent must utilize technology tools and applications, including but not limited to Microsoft Office Suite, Constant Contact, OneNote, SharePoint, ODESA, CalATERS, Outlook, Qualtrics, Team Up Calendar, Zoom, and others.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

The incumbent is regularly required to sit or stand for meetings and events; use a computer, tablet, and phone; communicate orally and in writing; travel; use repetitive hand motions to handle equipment and documents; and maneuver and manage up to 25 pounds in the office and community.

ACKNOWLEDGEMENTS

I have read and understand the duties listed above and can perform these duties with or without reasonable accommodation. If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If you are unsure whether accommodation is needed, inform the hiring supervisor, who will discuss your concerns with the Personnel Analyst.

Employee Printed Name:	Employee Signature:	Date:
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I certify this duty statement represents current and accurate description of the essential duties of this position. I have discussed the duties of this position and have provided a copy of this duty statement to the employee named above

Supervisor Printed Name:	Supervisor Signature:	Date:
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