

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

CLASSIFICATION:

Analyst II

POSITION NUMBER:

800-045-5393-910

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

Office of Equity/CARE Branch

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

Access & Equity Programs Bureau/Hate Incidents Unit

SUPERVISOR'S NAME:

Aruna Sridharan

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.

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

SUPERVISOR'S SIGNATURE

DATE

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 Hate Incidents Unit (HIU) is under the Access & Equity Programs Bureau of the Civil Rights, Accessibility and Resource Equity (CARE) Branch. The Hate Incidents Unit supports the effective development and implementation of equity-focused programs and funding initiatives. The HIU is charged with development, implementation, and evaluation of programs through contracts and grants with community based organizations to provide services to survivors of hate incidents and engage in effective community-based hate incident prevention efforts.

CONCEPT OF POSITION:

Under the supervision of the Supervisor I, the Analyst II independently performs a broad range of analytical, programmatic, and administrative duties to support the implementation, oversight, and continuous improvement of the Stop the Hate (STH) Program and other community centered grant programs.

A. RESPONSIBILITIES OF POSITION:

40% Lead the preparation of funding applications, awards to service providers, and expenditure tracking. Develop, review, analyze, write, and process complex contracts/amendments utilizing technical competitive award processes to ensure compliance with applicable laws, rules, policies, procedures, and statutes. Write scope(s) of work and prepare correspondence regarding contract procedures, activities, and issues affecting State of California contracting. Evaluate complex contracts/amendments for compliance with all contract provisions. Create and maintain Microsoft Excel spreadsheets and other software tools to track contracts and expenditures and document communications with grantees/subgrantees. Prepare and deliver timely and comprehensive weekly, monthly, and quarterly reports, analyses, and other management reports to support program oversight, operational decision-making, and executive requests.

30% Develop and prepare the Request for Applications and/or renewals to meet the project deliverables/outcomes. Develop and manage complex budgets and compliance matters during contract negotiation and management. Analyze, review and maintain contracts and invoice processes for service providers, contractors, and grantees for payment to substantiate expenditures for work performed and prevent late payment penalties. Monitor and document the performance of grantees/subgrantees through the evaluation of grantees/subgrantees data, financial, and programmatic reports. Conduct meetings with internal staff, grantees, contractors, and interest holders, including attending, presenting, and leading discussions. Analyze data and present ideas and information effectively both orally and in writing. Enhance standardized systems/processes with multi-internal/external partners to improve effectiveness of the program.

15% Evaluate and propose recommendations in the qualification and award process for potential grantees/subgrantees. Gather and analyze data to develop project/program policies and procedures necessary for program/project implementation. Provide guidance and consultation on contract administration. Support additional implementation of other assigned grant/project activity as needed to improve service delivery to the grant recipients. Ensure program objectives, requirements, and departmental mission and vision are clearly in compliance. Communicate effectively and provide timely responses to department leadership. Reason logically and creatively by utilizing a variety of analytical techniques to resolve complex problems. Conduct and review analytical studies and surveys received from grantees/subgrantees.

10% Lead in the collection, receipt, and dissemination of program-related information to interest holders. Prepare agendas, talking points, and meeting notes to support leadership and ensure clear communication of program updates, issues and decisions. Develop and issue responses to inquiries from other state agencies, interest holders, and the public. Ensure supervisor is informed of the project management status and oversight issues. Represent the State or department as assigned. Maintain current knowledge of accessibility standards and ensure all documents, training materials, and presentations are accessibility compliant. Stay current on applicable state and federal laws, rules, and regulations. Attend and complete required trainings and meetings. Perform additional analytical and journey level duties as assigned by the Supervisor I and/or Bureau Chief.

5% Travel and perform other duties as assigned.

B. SUPERVISION RECEIVED:

The Analyst II is supervised directly by the Supervisor I. The Manager II will provide direct supervision in the absence of the Supervisor I. The analyst is expected to work independently and interdependently to produce complete products. In addition, the analyst is expected to coordinate work in progress with all other affected units/organizations. Ensure products are reviewed for completeness and consistency.

C. ADMINISTRATIVE RESPONSIBILITY:

The Analyst II is required to track and report time for themselves on a daily basis. Ensure that required duty logs, sign in sheets, and other required forms are completed accurately and timely.

D. PERSONAL CONTACTS:

The Analyst II is expected to work closely with grantees, contractors, and team members. Regular interactions with other analysts, managers, and supervisors, offices and divisions as necessary to identify best practices, encourage collaboration and resource sharing and ensure consistency with Departmental policies and procedures.

E. ACTIONS AND CONSEQUENCES:

Failure to adequately implement the requirements of this position can result in misinformation, mismanagement of funds and resultant negative impact to the grant programs. All these outcomes can expose the Department to fiscal, legal and audit risk. The Analyst II is responsible for facilitating effective communication and providing subject matter expertise in specifically identified areas.

F. OTHER INFORMATION:

Strong analytical, organizational, time management, and detail-oriented skills. Applicant must have the ability to work independently in a fast-paced environment and perform multiple tasks with accuracy and precision. To meet deadlines within overlapping time frames, incumbent must be flexible to changing priorities and be proficient in all Microsoft applications. In addition, they will communicate effectively (orally and in writing) in dealing with interest holders (state/external representatives); develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and, adhere to CDSS policies and procedures regarding attendance, leave, and conduct.