

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Federal Grants Analyst	
		Division and/or Subdivision Resource Management, Urban and Community Forestry Program	
INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "...material changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.		Location of Headquarters Sacramento, CA	
		Class Title of Position Analyst II	
		Position Number 541-720-5393-904	
		Effective Date 10/1/26	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
30%	Under the direction of the Urban and Community Forestry (U&CF) Program Manager (Environmental Program Manager), the U&CF Federal Grants Analyst independently performs complex technical and analytical work related to the solicitation, award, administration, and closeout of federal grants and sub-awards. The incumbent serves as the program's subject matter expert on federal grant requirements, including USFS award terms and 2 CFR Part 200, and as a primary contact for sub-awardees, Region and Unit staff, and the Grants Management Unit. Duties include, but are not limited to, the following: *Independently leads and coordinates federal grant and sub-award administration, provides analytical guidance and ensuring compliance with applicable federal and state requirements. *Prepares, negotiates, and executes sub-award agreements, amendments, and extensions, ensuring all required federal terms and conditions are incorporated. *Establishes grant awards and sub-awards in the Department's grants management software. *Independently Reviews and analyzes sub-awardee invoices, verifying expenditures and supporting documentation to determine allowability, allocability, and compliance with award terms and applicable State and federal rules and regulations including identifying discrepancies and recommend resolutions. *Conducts sub-recipient risk assessment and monitoring, documents findings, and tracks corrective actions to resolution. *Maintains official grant files; analyzes and recommends resolution of discrepancies among grant records, FISCAL reports, and other related reporting systems. *Ensures record retention sufficient to support the use of federal funds *Prepares, locates, and analyzes documents during government audits.		
20%	*In consultation with the program manager, develops grant guidelines, solicitation packages, application forms, scoring criteria, and timelines to meet program goals and state and/or federal award objectives. *Coordinates implementation of grant programs with program staff, including development of internal processes and procedures for the administration of grants. *Independently consults and meets with Department, Region, and Unit staff on the development, review, and ranking of project proposals. *Responds to inquiries from the public, local government, tribes, and nonprofit organizations regarding grant processes, funding opportunities, and eligibility. *Prepares recommendations for award and supporting documentation for management and executive approval. *These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.		
Equal Employment Opportunity (EEO) Statement: All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they encounter during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.			
Job qualifications and/or conditions of employment: See Page 3.			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Supervisor Signature _____	
Date _____		Date _____	
Personnel use only ☐ Posted to Directory		_____ Initials and date	

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Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
20%	*Coordinates with program staff and the Grants Management Unit to track statewide U&CF grant status, reporting, and invoicing. *Develops and maintains systems to provide timely feedback to field staff and sub-awardees on project status, reporting requirements, and invoice processing. *Works with Department, Region, and Unit staff to ensure projects remain within approved scope and timelines; identifies deviations and recommends appropriate remedies. *Prepares and submits required federal performance and financial reports, including reporting through CARS, the Trees at Work Accomplishments Dashboard, and other systems as needed. *Independently gathers and analyzes grant information, recommends improvements to tracking and accountability, and prepares reports on the use of grant funds.		
15%	*Assists the program manager with developing and managing federal grant budgets and expenditures, including budget detail, projections, and reconciliation by funding source. *Maintains an accounting of grant funds and grant accomplishments for individual projects and for each funding source as a whole. *Collects, reports, and projects staff time that will be invoiced to or used as match on federal grants. *Develops progress and financial reports. *Analyzes, audits, and processes documents for payment in accordance with Department and Department of General Services policies and ensures proper payment processing under CAL FIRE's agreements with other state and federal agencies. *Ensures the program is continuously prepared for audit and responds to audits and reviews from internal and external control functions in relation to grant programs administered. *Obtains or maintains training in FI\$Cal and serves as a FI\$Cal resource for the program.		
10%	*Acts as lead in the development of instruction materials, user guides, handouts, and coordinates and presents training to program staff, Region and Unit staff, and sub-awardees. *Develops and maintains internal desk references, process documentation, and procedures for federal grant administration. *Represents the U&CF Program in applicant workshops and technical assistance sessions for the public in conjunction with program staff. *Assesses staff training needs related to grant administration and recommends improvements to the program manager.		
5%	*Performs other job-related duties in accordance with the class specification, including work required to support Resource Management administrative needs and the Department's mission of serving and safeguarding the people and protecting the resources of California.		
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Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
	<u>Desirable Qualifications:</u> • Experience administering federal grants or sub-awards, including working knowledge of 2 CFR Part 200 and proven ability to create and maintain tracking systems. • Experience preparing or reviewing grant budgets, invoices, official reports, and expenditure documentation. • Experience with FI\$Cal or a comparable governmental accounting system, and with grants management software. • Strong PC and application experience in Microsoft Office 365, Teams, SharePoint, Excel, Word, and Outlook. • Database and/or data analysis skills; quantitative experience analyzing data, building spreadsheets, and using formulas. • Experience developing and delivering training or technical assistance to internal staff and external partners. • Highly organized with a strong ability to manage competing deadlines. • Experience providing excellent customer service and working with all levels of staff, internal and external. • Experience working with executive level staff. *These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.		
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Job qualifications and/or conditions of employment: <u>Travel may be required up to 10% of the time, which may be local or statewide and may result in overnight stays.</u>			
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