California Department of Education
Human Resources Division
HRD-002 (Revised 06/2024)

☐ CURRENT
☒ PROPOSED

PR LOG #:

DUTY STATEMENT

CIVIL SERVICE CLASSIFICATION	WORKING TITLE
Analyst II	Applications Analyst

BRANCH
Opportunities for All

DIVISION	OFFICE
Early Education	Contracts and Grants Administration

CBID	WWG	PCN	POSITION NUMBER	SPECIFIC LOCATION
R01	2	0219	174-656-5393-xxx	Sacramento

PROBATIONARY PERIOD	TENURE	TIME BASE	BILINGUAL POSITION
12 Months	Permanent	Full-Time	No

TELEWORK OPTION	SAFETY SENSITIVE POSITION	CONFLICT OF INTEREST CLASSIFICATION
Hybrid	No	Yes

DIRECTION STATEMENT AND GENERAL DESCRIPTION OF DUTIES

Under the general direction of the Supervisor I of the Contracts and Grants Administration Office of the Early Education Division (EED), and working cooperatively with program offices and supervisors throughout the California Department of Education (CDE), the Analyst II will develop and review funding applications and oversee the fiscal management of grant programs within the EED.

CONDUCT, ATTENDANCE, AND PERFORMANCE EXPECTATIONS

All employees are expected to work cooperatively with others, maintain regular, consistent, predictable attendance, and possess integrity, initiative, dependability and good judgment.

SUPERVISION BY

The incumbent reports to the Supervisor I of the Contracts and Grants Administration Office in the EED.

SUPERVISORY RESPONSIBILITIES

This position does not exercise supervisory duties, but may act as a lead.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

This position is headquartered in Sacramento and may be eligible for a hybrid telework schedule for eligible applicants residing in California. A hybrid telework schedule includes working remotely and physically reporting to the office. This position requires long periods of sitting in front of a computer workstation and repetitive use of the hands, forearms, and fingers to operate a laptop, mouse, and keyboard.

ESSENTIAL/NON-ESSENTIAL FUNCTIONS

Relative % of Time Required:	30	☒ Essential Function	☐ Non-Essential Function

Duties Performed

Request for Application (RFA) Support: Oversee RFA development, review, and approval processes by creating and maintaining project timelines and liaising with cross-departmental offices. Collect, retain, and manage all paper and electronic RFAs, forms, and related documents. Develop, edit, and present training and technical assistance (T&TA) and informational presentations. Review RFAs and respond independently to moderate and complex issues and technical assistance requests. Participate in and provide recommendations on the determination of award of funds, including drafting and delivering Notice of Award letters. Review and respond to appeals. Write, review, and update RFA process and procedure documents, including the RFA Manual. Develop web-based applications, forms, evaluations, and/or surveys and perform user acceptance testing.

Relative % of Time Required:	30	☒ Essential Function	☐ Non-Essential Function

Duties Performed

Grant Implementation and Fiscal Monitoring: Create, review, and prepare grant documents; review and/or prepare fiscal documents or templates, including grant budget summaries and narratives, Grant Award Notices, expenditure reports, invoices, and payments; as the subject matter expert, provide written or verbal technical assistance to grantees and the EED by responding to fiscal questions as they pertain to grant programs; monitor grant expenditures, budgets, and timelines; write, review, and prepare reports, tracking documents, surveys, evaluations, and databases; analyze data; retain grant and fiscal records; review and process budget revisions; prepare written correspondence, including letters and emails; post and maintain grant program funding and grant web pages, including funding profiles, funding results, and frequently asked questions (FAQs); design, develop, and manage comprehensive desktop databases; and develop funding history.

Relative % of Time Required:	15	☐ Essential Function	☒ Non-Essential Function

Duties Performed

Continued Funding Application (CFA) Support: Efficiently review high volumes of CFAs for completeness and accuracy; draft correspondence to notify contractors of CFA issues that require correction; respond to technical assistance requests from contractors via phone and email; and collect, retain, and manage all paper and electronic CFAs, forms, and related documents.

Relative % of Time Required: 15	☐ Essential Function	☒ Non-Essential Function

Duties Performed

Contract Support: In partnership with EED contract monitors and the EED Contract Coordinator, develop and prepare documents and forms for agreements, including contracts, interagency agreements, and memoranda of understanding; correspond with contract monitors and contractors to relay contract requirements and advise on invoicing procedures and contract requirements; prepare or review invoices; inform contract monitors and management of the status of contracts; provide contract recommendations; develop and maintain project timelines; provide technical assistance; monitor contract expenditures, budgets, and timelines; and write, review, and prepare contract documents.

Relative % of Time Required: 5	☐ Essential Function	☒ Non-Essential Function

Duties Performed

Liaison: Liaise with staff in various CDE offices for grant and RFA approvals and billing and payment requests, including Accounting, Budgets, Technology Services, Educational Data Management, Applied Data Research and Evaluation, School Fiscal Services, the Director's Office, and Early Education System Improvement.

Relative % of Time Required: 5	☐ Essential Function	☒ Non-Essential Function

Duties Performed

Administrative Duties: Participate in staff meetings; keep the supervisor apprised of the status of projects and problems; and perform other job-related duties as required.

SPECIAL/ADDITIONAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing); develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner and adhere to departmental policies and procedures. Support the division's efforts, in collaboration with other EED and CDE offices and divisions, to implement the Universal PreKindergarten System of Support. Ensure the appropriate and timely use of data to support continuous improvement efforts (both internal CDE improvement efforts and quality improvement supports for the field). Support the division's implementation of the Classroom Assessment Scoring System (CLASS), collaborating with offices as necessary to achieve CDE's CLASS goals.

PERSONAL CONTACTS

Contact with all levels of departmental employees, including managers and administrators. External contact with public and private agencies, including local educational agencies and community-based organizations.

EMPLOYEE ACKNOWLEDGEMENT

I have read and understand the duties and requirements listed above, and I am able to perform these duties with or without an accommodation. (If you believe an accommodation may be necessary, or if unsure of a need for an accommodation, inform the hiring supervisor or the Accommodations Coordinator at Accommodations@cde.ca.gov.)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE

MANAGER/SUPERVISOR ACKNOWLEDGEMENT

I certify this duty statement represents a current and accurate description of the essential functions of the position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

MANAGER/SUPERVISOR NAME	MANAGER/SUPERVISOR SIGNATURE	DATE

HRD C&P ANALYST	HRD APPROVAL DATE	EFFECTIVE DATE	DATE UPLOADED

This form will be kept in the employee's Official Personnel File.

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TELEWORK OPTION	SAFETY SENSITIVE POSITION	CONFLICT OF INTEREST CLASSIFICATION
Hybrid	No	Yes

DIRECTION STATEMENT AND GENERAL DESCRIPTION OF DUTIES

Under the supervision of the Supervisor I of the Contracts and Grants Administration Office of the Early Education Division (EED), and working cooperatively with program offices and supervisors throughout the California Department of Education (CDE), the Analyst I, with guidance from the Supervisor I, will be responsible for supporting the development of funding applications and the fiscal management of grant programs within the EED.

CONDUCT, ATTENDANCE, AND PERFORMANCE EXPECTATIONS

All employees are expected to work cooperatively with others, maintain regular, consistent, predictable attendance, and possess integrity, initiative, dependability and good judgment.

SUPERVISION BY

The incumbent reports to the Supervisor I of the Contracts and Grants Administration Office in the EED.

SUPERVISORY RESPONSIBILITIES

This position does not exercise supervisory duties.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

This position is headquartered in Sacramento and may be eligible for a hybrid telework schedule for eligible applicants residing in California. A hybrid telework schedule includes working remotely and physically reporting to the office. This position requires long periods of sitting in front of a computer workstation and repetitive use of the hands, forearms, and fingers to operate a laptop, mouse, and keyboard.

ESSENTIAL/NON-ESSENTIAL FUNCTIONS

Relative % of Time Required: 30	☒ Essential Function	☐ Non-Essential Function

Duties Performed

Request for Application (RFA) Support: Support RFA development, review, and approval processes by adhering to project timelines and liaising with cross-departmental offices. Collect, retain, and manage all paper and electronic RFAs, forms, and related documents. Draft and present approved training and technical assistance (T&TA) and informational presentations. Review RFAs and respond to basic and moderate issues and technical assistance requests. Support the determination of award of funds, including drafting and delivering Notice of Award letters. Review and respond to appeals in conjunction with the Supervisor I. Review and update RFA process and procedure documents, including the RFA Manual. Develop web-based applications, forms, evaluations, and/or surveys with support and perform user acceptance testing.

Relative % of Time Required: 30	☐ Essential Function	☒ Non-Essential Function

Duties Performed

Grant Implementation and Fiscal Monitoring: With guidance from the Supervisor I, create, review, and prepare grant documents; review and edit fiscal documents or templates, including grant budget summaries and narratives, Grant Award Notices, expenditure reports, invoices, and payments; provide written and verbal technical assistance to grantees and the EED by responding to fiscal questions as they pertain to grant programs; monitor grant expenditures, budgets, and timelines; write, review, and prepare reports, tracking documents, surveys, evaluations, and databases; analyze data; retain grant and fiscal records; review and process budget revisions; draft written correspondence, including letters and emails; post and maintain grant program funding and grant web pages, including funding profiles, funding results, and frequently asked questions (FAQs); design, develop, and manage comprehensive desktop databases; and develop funding history.

Relative % of Time Required: 15	☐ Essential Function	☒ Non-Essential Function

Duties Performed

Continued Funding Application (CFA) Support: Support the review of CFAs for completeness and accuracy; draft correspondence to notify contractors of CFA issues which require correction; respond to technical assistance requests from contractors via phone and email; and collect, retain, and manage all paper and electronic CFAs, forms, and related documents.

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Relative % of Time Required: 5	☐ Essential Function	☒ Non-Essential Function

Duties Performed

Liaison: Liaise with staff in various CDE offices for grant and RFA approval, and billing and payment requests, including Accounting, Budgets, Technology Services, Educational Data Management, Applied Data Research and Evaluation, School Fiscal Services, Director's Office, and Early Education System Improvement.

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