State of California – California Natural Resources Agency
California Natural Resources Agency
Human Resources

Duty Statement

UNIT	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Bonds and Grants	Analyst III	534-001-5402-004
DEPARTMENT	**WORKING TITLE**	**CBID**
California Natural Resources Agency	Senior Grant Administrator	R01
HEADQUARTERS	**REPORTING LOCATION**	**EMPLOYEE**
Sacramento, CA	715 P St., Sacramento, CA 95814	TBD
SUPERVISOR CLASSIFICATION		**EFFECTIVE DATE**
Supervisor II		TBD

POSITION DESCRIPTION

Under general direction of the Supervisor II, the Analyst III is a senior grant administrator within the Bonds and Grants Unit of the Office of the Secretary for Natural Resources ("Unit"). The Analyst III executes special projects and complex assignments which require a higher level of analysis and exercise of independent judgment than Analyst II Grant Administrators. The Analyst III leads competitive grant cycles and provides advanced analytical support, guidance, and recommendations to Grant Program Managers. In addition, the incumbent serves as a subject matter expert for specific grant programs or technical functions within the unit and mentors Analyst II Grant Administrators. Some in-state travel is required.

ESSENTIAL FUNCTIONS:

The position requires the incumbent to balance concurrent assignments and complete assigned projects and tasks on time at a level commensurate with the classification. Satisfactory job performance is required to maintain a teleworking agreement. In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. Employees are expected to provide all members of the public with equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.

%	TASK/DUTIES
30%	Independently administer a larger portfolio of the most varied and complex local assistance grants within the Unit. Perform advanced technical analysis of difficult and complicated project scopes and budgets. Function as a subject matter expert on grant administration policies, procedures, and program requirements by providing technical consultation, guidance, and training to grantees. Provide lead-level support and technical direction to Analyst II grant administrators by interpreting policy, resolving complex issues, recommending solutions, and delivering training on advanced grant administration processes. Identify complex programmatic, fiscal, operational, and policy issues, assess potential risks and impacts, and advise management on appropriate courses of action to ensure successful project outcomes and effective stewardship of public funds. Develop and maintain systems, records, reports, and tracking tools to support program oversight, accountability, and management decision-making.
25%	Oversee complex grant payment activities by evaluating expenditure eligibility, ensuring compliance with program requirements, resolving fiscal issues, and authorizing fund disbursements. Analyze complex or unusual payment requests to identify fiscal, programmatic, or compliance risks and investigate discrepancies and irregularities. Develop recommendations and corrective actions to resolve issues, ensure accountability, and minimize risk to the State. Advise management on sensitive or high-impact payment matters requiring policy interpretation or precedent-setting decisions. Serve as a subject matter expert on expenditure eligibility and reimbursement and advance requirements by providing technical consultation, guidance, and training to grantees and Analyst II staff. Interpret and communicate complex grant payment policies, procedures, and requirements to promote consistent application and compliance across programs.
20%	Perform the most complex and sensitive analytical assignments in support of grant program administration, development, implementation, and evaluation. Execute specialized assignments outside the scope of regular grant administration duties to meet special unit needs that require a high degree of independent judgment, technical expertise, and programmatic responsibility. Serve as a Program Lead for competitive

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	grant cycles. Conduct complex analysis to evaluate standards, policies, procedures and operational improvements for existing grant programs. Collaborate with management in the development of new grant programs, funding opportunities, policies, and program requirements. Serve as a subject matter expert and technical lead for competitive grant programs by planning and conducting public outreach, public hearings, workshops, and technical assistance activities. Develop training materials and provide instruction to staff regarding the administrative review, evaluation, and scoring of grant applications to ensure consistent application of program guidelines and evaluation criteria. Assist Program Managers to formulate final funding recommendations for the Secretary for Natural Resources. Represent the Unit in communications with applicants and stakeholders, providing feedback on funding determinations, technical deficiencies, and program requirements utilizing sound judgment, professionalism, diplomacy, and tact.
10%	Serve as lead analyst performing complex evaluations of application eligibility, technical merit, and funding suitability in competitive grant programs. Evaluate grant applications using established scoring/ranking criteria. Exercise independent judgment in analyzing programmatic and fiscal impacts, interpreting program requirements, developing funding recommendations, and providing technical consultation to applications, stakeholders, and staff.
5%	Lead statewide field evaluations of grant projects to assess project feasibility, readiness, technical merit, and alignment with program objectives. Conduct complex project monitoring, compliance reviews, and grant closeout inspections to ensure achievement of deliverables and compliance with grant terms and program objectives. Exercise a high degree of independent judgment in identifying issues, assessing programmatic and fiscal impacts, and recommending corrective actions. Validate completion of project deliverables and compliance requirements, evaluate eligibility for project closeout, and authorize grant closure in accordance with established policies and procedures.
5%	**Support Diversity, Equity, and Inclusion** Participate in professional development training, as well as tasks, trainings and activities that support programmatic and workplace diversity, equity, and inclusion. Embed equity and environmental justice considerations into policies and administrative practices.

MARGINAL FUNCTIONS:	
%	**TASK/DUTIES**
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and training and prepare administrative paperwork to meet operational needs.

TYPICAL WORKING CONDITIONS

Office Environment

POSITION CATEGORY:

This position is categorized as **Office-Centered**.

SPECIAL REQUIREMENTS:

Incumbent must have a valid California driver's license, be able to travel statewide, as needed, and walk project sites with varied terrain. Incumbent must be proficient in Microsoft Office, Excel, and Word.

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.

SUPERVISOR STATEMENT:
I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUCNTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.

SUPERVISOR NAME (PRINT)	**SUPERVISOR SIGNATURE**	**DATE**

EMPLOYEE STATEMENT:

Duty Statement

I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.		
EMPLOYEE NAME (PRINT OR TYPE)	**EMPLOYEE SIGNATURE**	**DATE**