



<b>DUTY STATEMENT</b>	
<b>Classification:</b> Associate Governmental Program Analyst	<b>Position Number:</b> 783-5393-708
<b>Division/Office/Section:</b> MMLA/FIRM/Financial Resources Section/Grants and Payments Unit 6	
<b>Location:</b> 1001 I Street, Sacramento, CA 95814	<b>Effective Date:</b>
<b>Employee's Name:</b>	<b>Supervision Exercised:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Supervisor's Name:</b>	
<b>Collective Bargaining Identifier (CBID):</b> R01	

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; 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 department policies and procedures regarding attendance, leave, and conduct.

**POSITION DESCRIPTION:**

Under direction of the Recycling Specialist III (Supervisory), the Associate Governmental Program Analyst will independently perform a variety of the more responsible, varied grant manager duties associated with the Department's grant programs. The Greenhouse Gas Reduction grants will fund capital investments in composting/anaerobic digestion infrastructure and recycling manufacturing facilities that will result in reduced greenhouse gas emissions. Performing the duties of this position will require interaction with both internal and external stakeholders. This position may require travel and may include overnight travel, not to exceed 15% per year, which may require an adjustment to the employee's work schedule.

**ESSENTIAL FUNCTIONS**

- 45% Perform grant manager tasks for assigned Greenhouse Gas Reduction grant programs including, but not limited to, the following: Serve as lead staff for one or more grant programs, which includes managing grant cycles and developing grant program concepts to ensure the Program(s) is implemented in accordance with applicable regulations and statutes; perform day-to-day grant management tasks for assigned grant projects; review and understand pertinent grant agreement documents specific to program cycles to ensure appropriate grant expenditure approvals are made; conduct review and approve Expenditure Itemization Summaries/Payment Request packages for payment; ensure compliance with the Grant Agreement (e.g., Procedures and Requirements and Terms and Conditions), Staff Procedures Manual, and other grant program documents; review and approve progress reports, final reports, and final project payment requests; conduct site visits and/or communicate on a timely basis with grantees on assigned project portfolios; and participate in grant audit proceedings.
- 35% Participate in review and evaluation of grant program processes and criteria including, but not limited to, the following: Evaluate grant processes and recommend improvements; develop and refine procedures and policies to improve the administration of grants for enhancing program performance; raise issues and present viable solutions to management; assist staff in implementing the solution to the problem and monitor the outcome; upon request, participate in work groups to streamline processes and/or grant program effectiveness (e.g., standardizing grant forms, Notice of Funds Available, application, application instructions, Procedures and Requirements); and upon request, may serve as lead on special projects involving grant support staff.
- 15% Provide outreach and educational information for assigned grant programs including, but not limited to, the following: Participate in outreach efforts through program grant meetings, workshops, training sessions, conferences, events, and public speaking opportunities; respond to Executive Staff requests for information; give clear and concise oral presentations to senior management and staff; prepare technical reports, articles, fact sheets, displays, and other grant documents; and report to management on the progress of assigned grant cycles.

**MARGINAL FUNCTIONS**

- 05% Prepare monthly time reports; copy and fax documents; attend and participate in Unit/Section/Division meetings; and work on special assignments as needed.