

DUTY STATEMENT

Class Title Associate Governmental Program Analyst	Position Number 581-330-5393-909
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Unit Program Unit	
Section Business Operations Section	
Branch Chronic Disease Control Branch	
Division Chronic Disease and Injury Control Division	

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

Job Summary: The Associate Governmental Program Analyst (AGPA) position reports to the Program Unit of the Business Operations Section, and performs work for the Heart Disease and Diabetes Prevention (HDDP) Unit within the Program and Policy Section, Chronic Disease Control Branch. The Lifetime of Wellness: Communities in Action (Communities in Action) (LWCA) grant initiative supports implementation of population-wide and priority population approaches to prevent obesity, diabetes, and heart disease and stroke and reduce health disparities in these areas among adults. The incumbent will be a part of and work collaboratively with a multi-disciplinary team and be responsible for the fiscal, administrative, and technology requirements to achieve performance measures per the grant requirements.

Supervision Received: Direction from the Staff Services Manager I, Chief of the Program Unit

Supervision Exercised: None

Description of Duties: See below

Percent of Time Essential Functions

35% Performs budgeting, contracting, purchasing, and accounting functions for the HDDP Unit and LWCA staff. Completes monthly expenditure reports; initiates requests for budget revisions and grant extensions; and reviews the CalSTARS fiscal report and adjusts the budget as needed. Provides technical consultation, including budgeting and fiscal projections. Writes, develops, monitors and assures execution of state and local assistance contracts, contract revisions/amendments and purchase/service orders. Works with management to negotiate contracts. Coordinates the preparation of fiscal invoices; monitors and tracks contract and grant expenditures, contractor payments, and payments to vendors; assures compliance and adequate performance of activities required by contracts; independently reviews and approves invoices; monitors the progress of payments to contractors. Prepares federal financial reports; maintains contract expenditure records; and reviews and corrects fiscal reports. Works cooperatively with Department's Accounting and Budget Office staff to resolve related issues.

25% Researches and responds to drills and requests for information as they relate to HDDP and LWCA. Serves as the Drill Coordinator of the Week at least twice a month by coordinating drills and assignments for CDCB and ensuring complete and timely submission; filing drill information on shared drive and tracking drills electronically using a shared Access database.

- 20% Prepares grant applications, budgets, and continuing funding applications. Assures compliance with grant award fiscal and programmatic deliverables: analyzes, tracks, and routes continuing grant applications, progress reports, and financial reports, as well as other post-award actions; prepares financial reports and works with other CDCB staff to submit other grant reports; recommends alternatives or solutions; organizes and works with program staff to assure compliance and adequate performance of activities required by the grant award; works with management to develop, negotiate, implement, and monitor the grant including providing support for the preparation of budget, work plans, budget revisions, and interim and final project reports; works with management to negotiate with grant management and program personnel in outside agencies, institutions, and local, state, and federal entities.
- 10% Assists in the preparation, development, and submission of bill analyses, Budget Change Proposals, and Finance letters, presentations, and/or required reports.

Percent of Time Marginal Functions

- 5% Provides administrative support for various internal and external meetings that includes scheduling, setting up AV equipment (laptop, computer, etc.), printing meeting materials, and participation in monthly, quarterly, and other meetings. Maintains organization of files and databases. Provides back-up for program administrative staff as needed. Provides programmatic support to all HDDP staff to achieve the key objectives of the program.
- 5% Performs other job related duties as required.

Employee's signature	Date
Supervisor's signature	Date