

DUTY STATEMENT

Class Title Staff Services Analyst	Position Number 581-330-5157-710
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Unit Program Unit - California Arthritis Partnership Program	
Section Business Operations Section	
Branch Chronic Disease Control Branch (CDCB)	
Division Chronic Disease and Injury Control Division	

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 departmental policies and procedures regarding attendance, leave, and conduct.

Job Summary: The Staff Services Analyst (SSA) reports to the Program Unit of the Business Operations Section, and performs work for the California Arthritis Partnership Program (CAPP) within the Program and Policy Section, Chronic Disease Control Branch. The Public Health Approaches to Improving Arthritis grant is dedicated to improving the quality of life for Californians affected by arthritis and other rheumatic conditions. The incumbent will be a part of and work collaboratively with a multi-disciplinary team and be responsible for the fiscal and administrative requirements to achieve performance measures per the grant requirements.

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

Supervision Exercised: None.

Description of Duties: See below.

Percent of Time Essential Functions

35% Performs budgeting, contracting, purchasing, and accounting functions for the CAPP and other CDCB staff by the proficient use of Excel, Word, and other Microsoft Office programs.. 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, to the CAPP and other CDCB staff in conjunction with CDCB staff and management. Under guidance of management, writes, develops, monitors and assures execution of state and local assistance contracts, contract revisions/amendments and purchase/service orders. Provides information and recommendations to management for negotiation of contracts. Prepares fiscal invoices; monitors and tracks contract and grant expenditures, contractor payments, and payments to vendors; ensures contractor compliance and adequate performance of activities required by contracts; reviews and approves invoices; monitors the progress of payments to contractors. Prepares federal financial reports for management review; 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% Drafts, formats, routes, and tracks grant applications, budgets, continuing funding applications, and various required Progress, Interim, Annual, and other reports and post-award actions with the guidance of programmatic staff. Ensures program compliance with grant award fiscal and programmatic deliverables, recommends alternatives or solutions for management review;

works with management to implement and monitor grant activities and deadlines. Provides information and recommendations to management for negotiations with grant management and program personnel in outside agencies, institutions, and local, state, and federal entities. Utilizes an online management information system to submit funder required documents. Works with programmatic staff and management to initiate requests with the funder such as budget revisions and grant extensions.

- 10% Assists in the preparation, development, and submission of bill analyses, Budget Change Proposals, and Finance letters, presentations, and/or related reports.
- 10% Prepares for and attends monthly calls with external partners such as the Centers for Disease Control and Prevention, California Department of Aging, Arthritis Association, Young Men’s Christian Association, Partners in Care Foundation, and Parks and Recreation Association. Assists with meeting planning and arrangements. Prepares training materials, provides technical assistance, assists in the delivery of presentations, and participates in program planning.
- 10% Researches and responds to drills and requests for information as they relate to CAPP. 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. Provides back-up for CDCB administrative staff as needed.

Percent of Time Marginal Functions

- 5% Provides administrative support for various internal and external meetings that includes planning, scheduling, setting up Audio/Visual (AV) equipment (laptop, computer, etc.), printing meeting materials, and participation in monthly, quarterly, and other meetings. Maintains organization of files and databases. Provides programmatic and technical support to CAPP and CDCB 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