STATE OF CALIFORNIA

EMERGENCY MEDICAL SERVICES AUTHORITY

DUTY STATEMENT

GS 907T (REV. 04/02)

SHADED AREA FOR HUMAN RESOURCES ONLY

INSTRUCTIONS: Refer to the Payroll and Personnel Procedures Manual (PPPM) for Duty Statement Instructions.

RPA- **15-013**	EFFECTIVE DATE:

1. DGS OFFICE OR CLIENT AGENCY EMS Authority	POSITION NUMBER (Agency - Unit - Class - Serial)
2. UNIT NAME AND CITY LOCATED EMS Systems Division	3. CLASS TITLE Associate Governmental Program Analyst
4. WORKING HOURS/SCHEDULE TO BE WORKED 8:00 a.m. to 5:00 p.m. -- Flexible	5. SPECIFIC LOCATION ASSIGNED TO Rancho Cordova
6. PROPOSED INCUMBENT (If known)	7. CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 312-800-5393-901

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

8. BRIEFLY (1 - 3 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the direction of the EMS Systems Assistant Division Chief, the incumbent serves as the Division Grant Coordinator. This position requires specific knowledge of principles and practices of grant administration; familiarity with local, State, federal, and private grant application processes; and budget planning of grant funded projects. The Grant Coordinator will be responsible for providing oversight and maintenance of the overall grant processes and ensuring compliance and proper financial reporting of the grants.

9. Percentage of time performing duties	10. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. *(Use additional sheet if necessary)*
40%	**ESSENTIAL FUNCTIONS** The incumbent plans, coordinates, oversees, and evaluates all stages and activities of grant application and grant reporting required in accordance with department policies and procedures – and public and private grant requirements. The incumbent applies principles and practices of grant administration for all public and private grants specific to the EMS Systems Division; serves as the liaison to all grant providers; and works with the EMS Authority's Administration and program staff in planning and preparing grant documents. The incumbent is responsible for all aspects of local assistance grants and provides technical assistance to local EMS agencies to ensure compliance and required financial reporting of the grants. **FEDERAL GRANTS** The AGPA serves as the liaison for all federally-funded grants. This includes, <u>but is not limited to</u>, the California Department of Public Health, Chronic Disease Control Branch for the Preventive Health and Health Services Block Grant (PHHSBG) and the US DHHS, Health Resources and Services Administration, EMSC State Partnership Grant. • Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required for grant applications.

11. SUPERVISOR'S STATEMENT: ***I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE***

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
Teri Harness		

12. EMPLOYEE'S STATEMENT: ***I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT***

The statements contained in this duty statement 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. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE

	Essential Functions (cont.) • Prepares grant applications pursuant to grant criteria. • Administers grants in accordance with the terms of the agreement. • Prepares formal grant budgets, budget revision requests and any changes/corrections to the grant agreement. • Monitor grant budgets to ensure expenditures are in accordance with approved budget and maintain grant required records and reports. • Coordinates Grantee Performance Reviews and audits, attend entrance/exit meetings, and provide supporting documentation as requested. • Prepares correspondence, issue papers, reports and other materials in support of grant activities. • Develops grant proposals and application processes for local assistance grants. • Reviews and evaluates local assistance grant applications and participates in the grant selection process. • Provides updates and information to program staff and management on the progress of all grants. • Develops and maintains relationships with external grant managers and program officers of grant funding bodies and coordinates meetings to resolve any issues that arise on grant requirements.
35%	**STATE GRANTS** The AGPA serves as the liaison for all state-funded grants. This includes, <u>but is not limited to</u>, the California Office of Traffic Safety Grant (OTS) and any other state-funded grants. • Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required for grant applications. • Prepares grant applications pursuant to grant criteria. • Administers grants in accordance with the terms of the agreement. • Prepares formal grant budgets, budget revision requests and any changes/corrections to the grant agreement. • Monitor grant budgets to ensure expenditures are in accordance with the approved budget and maintains grant required records and reports. • Coordinates Grantee Performance Reviews and audits, attends entrance/exit meetings, and provides supporting documentation as requested. • Prepares correspondence, issue papers, reports and other materials in support of grant activities. • Develops grant proposals and application processes for local assistance grants. • Reviews and evaluates local assistance grant applications and participates in the grant selection process. • Provides updates and information to program staff and management on the progress of all grants. • Develops and maintains relationships with external grant managers and program officers of grant funding bodies and coordinates meetings to resolve any issues that arise on grant requirements.
10%	**PRIVATE GRANTS** The AGPA serves as the liaison for all privately funded grants. • Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required for grant applications. • Prepares grant applications pursuant to grant criteria. • Administers grants in accordance with the terms of the agreement. • Monitors proposals and funding application requirements (e.g., content, deadlines, eligibility, etc.) to maximize successful awarding of grant funds.

	Essential Functions (continued) • Coordinates Grantee Performance Reviews and audits, attends entrance/exit meetings, and provides supporting documentation as requested. • Prepares correspondence, issue papers, reports and other materials in support of grant activities. • Develops grant proposals and application processes for local assistance grants. • Reviews and evaluates local assistance grant applications and participates in the grant selection process. • Provides updates and information to program staff and management on the progress of all grants. • Develops and maintains relationships with external grant managers and program officers of grant funding bodies and coordinates meetings to resolve any issues that arise on grant requirements.
10%	**RESEARCH GRANT FUNDING OPPORTUNITIES** • Conducts research and pursues grant funding opportunities for the purpose of locating additional funding resources for both current and proposed grants.
5%	**MARGINAL FUNCTIONS** Makes presentations to management, federal and local government agencies and other officials, and stakeholders, as needed. **KNOWLEDGE AND ABILITIES** Knowledge of: Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; government functions and organization; and methods and techniques of effective conference leadership. Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate the work of others, act as a team or conference leader; and appear before legislative and other committees. **SPECIAL PERSONAL CHARACTERISTICS** Demonstrated ability to act independently, open-mindedness, flexibility, and tact **SPECIAL REQUIREMENTS** During emergency operations, may be required to work in EMSA's Departmental Operations Center, other governmental Emergency Operations Centers or in EMSA's field Mission Support Team to provide assistance in emergency response and recovery activities. Staff is required to complete emergency management and Incident Command System (ICS) training based on their respective roles in a response and participates in periodic departmental and statewide readiness drills and exercises. Under these emergency operations, staff need to work effectively and cooperatively under stressful conditions with short lead times; work weekends, holidays, extended and rotating shifts (day/night); and may be required to travel statewide for extended periods of time and on short notice.

DESIRABLE QUALIFICATIONS

- Knowledge of EMS, public health administration and/or a health/medical background.
- Knowledge of grant administration.
- Knowledge of general grant funding principles.
- Ability to build and maintain strong working relationships with a multitude of internal and external customers including representatives within State, local and Federal government, grant managers and program officers of funding bodies.

WORK ENVIRONMENT, MENTAL AND PHYSICAL ABILITIES

- Office environment, professional work attire.
- Ability to communicate confidently and courteously with people of different backgrounds, different ethnic origins, and different personality types; with the general public, private sector professionals and people of various levels of responsibility within state, local and the federal government
- Possess the ability to multi-task with changing priorities
- Daily and frequent use of a personal computer and a variety of office software applications at a workstation.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to travel on an occasional basis and occasionally work overtime.