

BOARD OF STATE AND COMMUNITY CORRECTIONS DUTY STATEMENT

Classification: Associate Governmental Program Analyst
Position Number: 917-193-5393-xxx
Division: Corrections Planning and Grant Programs Division
Incumbent:

SECTION A: GENERAL DESCRIPTION

Under general direction of the Staff Services Manager I, Corrections Planning and Grant Programs Division, this position serves as an administrative and program analyst for federal and state grant funded programs. This position is responsible to gather budget and program data and information, analyze it for accuracy, resolve any discrepancies, prepare, track and meet timelines, and develop reports and recommendations for management. This position works in conjunction with Field Representatives to conduct planning and administrative functions for federal and state programs to improve the effectiveness of state and local correctional systems, reduce program costs, maximize resources, and enhance public safety through cost-effective, promising, and evidence-based strategies.

SECTION B: ESSENTIAL FUNCTIONS

The incumbent must have the ability to perform the following essential functions with or without reasonable accommodations:

% of Time Spent	Typical Task
50%	Fiscal and Program Analysis and Reporting: Review and prepare for approval invoices and budget/program modifications; complete desk reviews/analysis of grantee source documentation to ensure appropriate expenditures, assist with office-based monitoring of funded projects for program and fiscal compliance, access, transact in, and pull reports from FISCAL, analyze financial and budget status reports for accuracy and availability of funds; advise and make recommendations to management to resolve any problems; evaluate expenditures and prepare budget projections and planning documents; Maintain divisional Vendor Data Records (STD 204) collection and updates. Assist in preparation and submittal of quarterly Federal Fiscal Report; provide clarifying technical assistance to grantees as needed to address routine procedural questions, assist and support field representatives in their tracking of grantee monitoring and follow up activities. Monitor grant agreement requirements; identify and report any fiscal, programmatic, and administrative issues, provide regular status updates to Field Representatives. AGPAs are assigned the most complex and highest volume grants and SSAs are assigned the least complex and lowest volume grants
25%	Data Collection, Analysis and Reporting: Develop and maintain tracking logs for program and grant activity; Assist in development of progress report and other grant specific templates; Analyze progress reports and provide recommendations to management and field representatives, prepare training materials and provide training to grantees regarding data collection and reporting; collect and report out on program data; prepare draft program annual reports for legislature/governor; assist with development and maintenance of database(s) to track all programs, projects, corresponding funds, program and project outcomes. AGPAs are assigned the most complex and highest volume grants and SSAs are assigned the least complex and lowest volume grants.

- 20% **Grant Program Development:** Participate in grant planning and development activities, including assistance to field representatives with the formation and maintenance of Executive Steering Committee (ESC) membership, attend meetings and prepare minutes, assist field representatives in their preparation of federal applications for funding, Request for Proposals/Applications and annual reapplications; assist in the development of grant applications, awards and contracts; analyze, review and coordinate the approval and distribution process. Provide grant project lead staff with recommendations on grant agreement/contract approval and funding, redirections, amendments, and verification of grant allocation amounts; coordinate the receipt of proposals, assist in technical reviews and coordination with research staff.
- 5% **Other Related Assignments:** Maintain grant files, draft proposed and modified internal guidelines; analyze program and grant information and data; prepare graphs, charts, tables, etc., to illustrate program and grant activities and trends; coordinate activities and communicate effectively with staff within and across the organization and with staff in other state departments; prepare correspondence sent to funded projects, state and federal agencies, counties and cities, and the public; participate in special projects related to grants management, data collection and reporting, evidence-based practices, and fiscal accountability, as needed.

SECTION C: NON-ESSENTIAL FUNCTIONS

NONE

SECTION D: ADA REQUIREMENT

Alternative(s) will be provided for incumbents who are unable to perform the non-essential functions of the job because of a disability as defined by the Americans with Disabilities Act (ADA).

SECTION E: KNOWLEDGE, SKILLS 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.

SECTION F: RESPONSIBILITY FOR DECISIONS (CONSEQUENCE OF ERROR)

The incumbent is responsible for exercising a wide degree of initiative in carrying out duties as assigned, and in doing so must ensure accuracy and compliance with BSCC policy as well as State and Federal laws, rules, regulations, and guidelines. The use of poor judgment, or the dissemination of inaccurate information regarding grant programs or grant agreements, could be damaging to the BSCC and could cause time delays and costly corrections for the BSCC and outside agencies. Such errors could result in adverse consequences and loss of trust for the agency.

SECTION G: PERSONAL CONTACT

The incumbent will be required to coordinate efforts with various BSCC staff. The incumbent will have contact with the BSCC, federal agencies, other state departments, and local governmental agencies. The incumbent will actively participate in meetings and be required to communicate grant program information to state departments, federal agencies, city and county government agencies, community based organizations, private companies and individuals.

SECTION H: WORK ENVIRONMENT

Work is performed in an open-spaced partitioned, climate-controlled office environment under artificial lighting. Job requires sitting for extended periods of time while using a personal computer or reviewing documents and working papers. There may be occasional in-state travel required.

SECTION I: PHYSICAL REQUIREMENTS

<i>Check the frequency of activity required of the employee to perform the job</i>				
Activity (Hours per day)	Never (0 Hours)	Occasionally (up to 3 hours)	Frequently (3 to 6 hours)	Constantly (6 to 8 hours)
Sitting				x
Walking		x		
Standing		x		
Bending (neck/waist)		x		
Squatting		x		
Climbing	x			
Kneeling	x			
Crawling	x			
Twisting (neck/waist)		x		
Is repetitive use of hand(s) required?				x
Simple Grasping (R or L)				x
Power Grasping (R or L)	x			
Fine Manipulation (R or L)			x	
Pushing/Pulling (R or L)		x		
Reaching (above/below shoulder level)		x		
Lifting/Carrying: Describe the heaviest item required to be lifted or carried, the frequency and the distance:	Occasionally lift up to 10 lbs. when carrying files, meeting supplies or laptop computer.			

SECTION J: SIGNATURE

By signing this document, I acknowledge I understand all requirements and information stated above and understand the duties may be modified in accordance with the established job specifications for the class and in conjunction with office needs and have received a copy of this duty statement.

Employee's Signature

Date

I have discussed a provided a copy of this duty statement to the employee named above.

Supervisor's Signature

Date