

# STATE OF CALIFORNIA

## GOVERNOR'S OFFICE of PLANNING AND RESEARCH

### CALIFORNIAVOLUNTEERS

Junior Staff Analyst (Grants Analyst)  
Salary: \$1479-\$1916  
12-month Limited-Term, ½ Time Base  
Location: Sacramento

An equal opportunity employer to all regardless of age, ancestry, color, denial of family and medical care leave, disability, gender identity or expression, genetic information, marital status, medical condition, military and veteran status, national origin, political affiliation, race, religion, sex, or sexual orientation of any person.

#### **Background:**

CaliforniaVolunteers is charged with increasing the number and impact of Californians involved with service and volunteerism throughout the state. CaliforniaVolunteers administers the AmeriCorps Program for the state, coordinates disaster volunteering and donations management, and guides policy development to support the nonprofit and service fields. CaliforniaVolunteers is overseen by a 25-member commission.

Under the supervision of the Director of Administration and Programs, the Grant Analyst (Analyst) is responsible for grant monitoring, compliance, and administration for the Volunteer Generation Fund grant.

#### **Typical Duties include the following:**

##### Grant Monitoring and Compliance

- Ensure funding accountability; understanding of and compliance with all applicable state and federal laws, rules, regulations, and contract provisions; progress towards performance measures; continuous improvement; and determining future funding eligibility;
- Assist in coordinating activities with sites, vendors, and the California Department of Corrections and Rehabilitation;
- Implement program monitoring systems including site/vendor reporting, communication systems, and performance criteria;
- Monitor the progress of each site.

##### Grant Administration

- Create contracts and process invoices for sites/vendors;
- Meet regularly with fiscal staff on issues related to grant status, site/vendor monitoring, and planning;
- Identify technical assistance and training needs for all sites; provide or broker the needed assistance;
- Attend and assist with regional meetings as requested;
- Prepare program communications (written and verbal);
- Manage phone calls and letters of inquiry from assigned sites/vendors;
- Develop detailed letters, memos, and forms for support of and feedback on grant progress and performance.

**Required Skills, Knowledge, and Abilities:**

- Ability to gather and analyze data, reason logically, draw sound conclusions, and take effective actions
- Strong analytical and research skills.
- Strong written and oral communication skills
- Ability to manage multiple projects at one time, particularly those that are high-profile and time-sensitive
- Equivalent to graduation from college with any major
- Computer literate

**Compensation and Benefits:**

The State of California benefit package **may** include:

- Retirement contributions into the California Public Employees' Retirement System.
- Vacation and Sick Leave or Annual Leave – based on time base
- Professional Development Day – based on time base per fiscal year
- Medical, dental, and vision insurance
- Life insurance basic coverage of \$25,000 for supervisors, confidential, and excluded employees.
- Voluntary enrollment into a deferred compensation program, Long-term Disability Insurance, Long Term Care Insurance, Group Term Life Insurance, and a Legal Service Plan.
- This position is exempt from Civil Service.
- It is a ½ time base, 12-month limited-term position.

**Final Filing Date:**

December 5, 2014

**Review and Selection Process:**

Candidates with the most desirable qualifications will be invited for interviews. Interviews will be held in Sacramento, California. The Junior Staff Analyst serves at the pleasure of the Governor and is an "Exempt" position, therefore appointment to this position and salary are subject to executive approval.

**How to Apply:**

If interested, please submit a resume to:  
Anthony Chavez, Director of Administration and Programs  
CaliforniaVolunteers  
1400 10<sup>th</sup> Street, 2<sup>nd</sup> Floor  
Sacramento, CA 95814

Questions may be directed to [Anthony.Chavez@cv.ca.gov](mailto:Anthony.Chavez@cv.ca.gov)