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| --- | --- |
| Organization  | Name |
| Ocean Protection Council (OPC) |  |
| Position Number | **Effective Date** |
|  |  |
| Classification Title | **Working Title** |
| Staff Services Analyst | Administration and Finance Analyst |
| CBID | **Supervisor** |
|  |  |

**Position Description**

Under the close supervision of the Ocean Protection Council’s (OPC) Staff Services Manager I (Supervisory) (SSMI), the incumbent provides support for administration and finance tasks for OPC. The Staff Services Analyst also supports efforts to implement OPC’s mission, California Natural Resources Agency priorities, and the Governor’s policy positions on ocean and coastal matters.

**Essential Job Functions**

\*45% **Grant and Contract Administration**

* Support OPC program managers with grant and contract management, including entering and tracking all agreements in Docusign, tracking and collecting updated insurance documentation, and preparing full execution packets including, but not limited to distribution letters, sample request for disbursement, agreement and guidance documents.
* Review and process all grant and contract invoices. Work closely with program staff to ensure charges are consistent with scope of work and allowable expenses, consistent with state requirements.

\*25% **Accounting Support**

* Enter contracts, purchase orders, receipts and projects into FI$CAL.

* Maintain weekly invoice tracking sheet, which includes checking vouchers for payment.

\*25% **Other Administrative Duties**

* Provide administrative support to OPC’s Executive Director and EPM I (Deputy Director), including scheduling meetings.
* Serve as OPC’s Filing Officer for Form 700s; act as liaison between the FPPC and the OPC and its Council members, ensuring compliance with all laws and regulations.
* In coordination with OPC’s EPM I and SSMI, support quarterly Council meeting logistics, including: preparing briefing binders for Council members; securing meeting venues and coordinating with contractors for meeting webcasting; and setting up/breaking down the meeting venue (binders, name plates, signs, agendas). Assist with ensuring that OPC staff and new and delegate Councilmembers have completed appropriate delegation and oath of office documents.

5% **Other Related Duties, as Necessary and Assigned**

***\*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.***

All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination.

Employee

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_