

DUTY STATEMENT

Current Proposed

Classification Title Associate Program Government Analyst (AGPA)	Division/Unit Delta Science Program/Research Funding Unit
Functional Title (if applicable) Science Contract Analyst	Hiring Manager Classification Program Manager I, CBDA
Position Number 530-001-5393-XXX	Effective Date
Name	Date Prepared
Vacant	4/5/2024
FORM 700 FILER: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	

Delta Stewardship Council Mission

The Delta Stewardship Council (Council) was created by the California Legislature in 2010 to advance California’s water supply reliability and the Sacramento-San Joaquin Delta’s ecosystem resiliency in a manner that protects and enhances the region’s unique characteristics. To do this, the Council developed the Delta Plan, which is an enforceable long-term sustainable management plan for the Delta to ensure coordinated action at the federal, State, and local levels. The Council is composed of seven members, advised by an independent 10-member science board, and supported by a dedicated staff spanning five divisions: science, planning & performance, administration, legal, and external affairs.

General Statement

Under direction of the Program Manager I, the Associate Governmental Program Analyst (AGPA) is responsible for performing key activities that support the mission of the Delta Science Program including administering contracting support for scientific research, supporting research solicitations, and supporting science workshops. Duties include, but are not limited to, the following: supporting all aspects of the Science Program contract process including reviewing documents, preparing contracts and contract amendments, invoice tracking, as well as supporting implementation of the funding program including facilitating calls for proposals, tracking, and communicating research outcomes and facilitating workshop logistics.

Job Functions

[Essential (E) / Marginal (M) Functions]:

An itemized listing of the specific job duties and the percentage of time spent on each separate and distinct task, with essential and marginal functions identified. Percentages must be listed in descending order and must equal 100.

Percentage (%)	(E) or (M)	Job Duties
40%	E	<p>Delta Science Program Contract Support</p> <p>Performs the research and analysis required to develop Delta Science Program contracts, primarily for scientific research studies and subject matter expert agreements executed to support of the Delta Science Program’s mission. Provides guidance and recommendations for the scope of work and contract budget development to the Science Division to assist with securing contract approval. Tasks include, but are not limited to:</p> <ul style="list-style-type: none"> • Contract and amendment application document completion and tracking, • Review and correction of draft contract and budget materials, • Research contract laws, regulations, and policies to address issues and questions from staff, • Work with the Admin Division to obtain and complete required contract information as needed. • Communicates status updates and issues clearly and in a timely manner. • Participates in divisional and interdivisional meetings, as needed, to ensure efficient contract coordination. • Facilitates contract negotiations with the Science Division ensuring compliance with all applicable procedures, laws, and regulations. • Works with the Administrative Division on the proper application of the Public Contract Code, Government Codes, State Contracting Manual, State Administrative Manual, and other Departmental policies and exemptions to differing situations and materials. • Applies appropriate funding or funding changes to the contract budget documents and ensures complete and accurate documentation of all contracts. • Objectively evaluate and analyze contract drafts and finalize new and amendment contracts for the Science Division. • Research Federal policies affecting Federally funded

		<p>contracts.</p> <ul style="list-style-type: none"> • Works with Science Program staff to review and respond to inquiries from contractors related to spend plans, expenditure reports, invoices, progress reports and administrative requirements associated with state and federal funding.
20%	E	<p>Contract Maintenance</p> <p>Works closely with management, Science Program staff, and the Contractor’s administrative contacts to track the progress of all Science Division contracts.</p> <ul style="list-style-type: none"> • Analyzes the programmatic and budgetary status of each contract or agreement ensuring accuracy with funds allocated to the Division. • Works with the Administration Division verifying invoices/expenses, deliverables, and adherence to contract terms in accordance with the contract and State and the Council’s policies and procedures. • Will independently perform the more responsible, varied, and complex technical analysis and coordination for tracking budgets and expenditures utilizing Financial Information Systems for California (FI\$Cal) reports and the Council Contracts Tracking software. Follow up on differing balances between the two systems. • Prepare FI\$Cal reports and other information for the Council management as requested.
20%	E	<p>Support Implementation of Research Funding Programs</p> <p>Facilitates administration of calls and reviews for scientific research proposals, including competitive solicitations for research, fellowships, and non-competitive directed actions related to implementation of selected elements in the Delta Science Plan and Science Action Agenda. Tasks include scheduling, coordination/tracking, and document preparation support. Provides support for organizing proposal review and selection processes.</p>

15%	E	<p>Communicate outcomes of Delta Science Program Funded Research</p> <p>Tracks implementation and outcomes of research contracts and fellowships, including contributing updates to the Delta Science Tracker and Science Action Agenda implementation.</p> <p>Collaboratively plans and facilitates workshops or other outreach events with DSP staff to bring together scientists, managers, and interested parties to connect researchers with each other and communities/Tribes to understand the implications of funded research for Delta management. Tasks include scheduling, coordination with Science Program and other Council divisions (Communications, Public Participation) to facilitate details of the events such as Zoom or Teams technical support, booking venues, processing/tracking honoraria requests, timekeeping, moderating chat/comments, run microphones, printing materials, etc.</p>
5%	M	<p>Meets with Science Program staff, Science Division management, and Council Executives to communicate activities, new procedures and coordinate internal Delta Science Program activities. Performs other job-related duties as required.</p>

Supervision Received

The Associate Governmental Program Analyst reports directly to Program Manager I in the Science Division. Direction and/or assignments may also come from the Deputy Executive Officer of the Science Division.

Supervision Exercised

None

Working Conditions

The duties of this position are performed indoors. The employees’ workstation is located at 715 P Street and is equipped with standard or ergonomic office equipment, as appropriate. This workstation may be shared with another Council employee, depending on the needs of the Division. Travel may be required to attend meetings or training classes.

This position is based out of the Council’s headquarters, located at 715 P Steet, Sacramento, CA, 95814. A telework schedule is available, and is dependent on the essential functions and the hiring manager’s discretion. However, regardless of telework status, working from this location, based on business needs, may be required.

Attendance

Must maintain regular and acceptable attendance at such a level as is determined at the Department's sole discretion. Must be regularly available and willing to work the hours the Department determines are necessary or desirable to meet its business needs.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. * (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the RA Coordinator.)

*A Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of their job or to enjoy an equal employment opportunity.

Duties of this position are subject to change and may be revised as needed or required.

Employee Signature	Employee Printed Name	Date
--------------------	-----------------------	------

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

Supervisors Signature	Supervisors Printed Name	Date
-----------------------	--------------------------	------