

DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) SWRCB - Division of Financial Assistance	UNIT Disbursement Admin Unit	POSITION # 880-550-5393-088, 880-550-5393-089 880-550-5393-090, 880-550-5393-094 880-550-5393-095	DATE March 2021
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NAME OF EMPLOYEE (IF APPLICABLE)
Vacant

CURRENT CLASSIFICATION Associate Governmental Program Analyst	PROPOSED CLASSIFICATION (IF APPLICABLE)
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NAME OF SUPERVISOR
Vacant

CURRENT CLASSIFICATION OF SUPERVISOR Staff Services Manager I	REVIEWED AND APPROVED BY SIGNATURE
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SUPERVISION EXERCISED (IF APPLICABLE)			
1. DIRECTLY SUPERVISED		2. INDIRECTLY SUPERVISED	
NO. OF EMPLOYEES	CLASS TITLE	NO. OF EMPLOYEES	CLASS TITLE

DESCRIPTION OF DUTIES: SUMMARIZE THE REGULARLY ASSIGNED DUTIES OF THE POSITION, EXPLAIN MOST IMPORTANT DUTIES FIRST. LIST THE PORTION OF TIME BY PERCENTAGE IN LEFTHAND COLUMN, EXTRA SHEETS MAY BE ATTACHED.

% OF TIME	DUTIES
	<p>The Water Boards values diversity, equity, and inclusion throughout the organization. We foster an environment where employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. We believe the diversity of our employees is essential to inspiring innovative solutions. Together we further our mission to preserve, enhance, and restore the quality of California's water resources and drinking water for the protection of the environment, public health, and all beneficial uses, and to ensure proper water resource allocation and efficient use, for the benefit of present and future generations. Join the Water Boards to improve the lives of all Californians.</p> <p>Under the direction of a Staff Services Manager I and consistent with good customer service practices and the goals of the State and Regional Board's Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal/external customers, follow through on commitments, and to solicit and consider internal/external customer input when completing work assignments. Specific responsibilities include:</p>
30%	<p>Analyzes project invoices, progress reports, and complex supporting documentation to determine eligibility of Recipients' costs associated with their project. Approves, processes, and tracks invoices and expenditures. Advises Recipients regarding regulations, policies, procedures, errors and deficiencies and prepares correspondence with findings, providing solutions to resolve any outstanding issues. Maintains current knowledge of policies, procedures and mandated requirements of the State Contracting Manual, State Administrative Manual, Legislative Bond Acts, Non-Point Source Program, Drinking Water Programs, and Proposition Guidelines and direct staff appropriately.</p>
30%	<p>Independently analyzes, creates, and amends complex funding agreements proposed by technical Grant Managers (Division of Financial Assistance [DFA], Division of Water Quality [DWQ], and Regional Water Boards), including detailed scopes of work, line item budgets, completion dates, and general terms and conditions to facilitate successful project completion. Develops program-specific templates for drinking water and water quality improvement projects funded by general obligation bonds, federal grants, Waste Discharge Permit Fund fees, Cleanup and Abatement Account (CAA) funds, the State's General Fund, or other appropriations, ensuring the templates include all pertinent language and conditions, as well as meet all the administrative requirements of the law. Independently researches, gathers, and compiles detailed program-specific information and provides solutions to Recipients, Grant</p>

20%	Managers, and executive staff. Consults with all levels of Program staff and management regarding proposal development and requests to deviate from the original purpose of the project, ensuring every requirement of the funding process is met. Confers with Office of Chief Counsel regarding the law and any legal issues that may arise and provides alternative solutions.
10%	Creates, enhances, and maintains procedures to effectively track and monitor projects through completion, and ensures compliance with all Bond Act, federal grant, Budget Act, and guideline requirements. Makes recommendations for new grant administration policies and procedures. Prepares and writes status reports. Coordinates with Program staff, DWQ, Fiscal Unit, Accounting and Budget Offices, and control agencies as appropriate. Assists with audits by control agencies. Coordinates and provides guidance to technical staff in the development of Request for Proposals for funding. Independently analyzes funding applications and makes recommendations for funding approval. Provides administrative and technical guidance to stakeholders for proposal development. Advises technical staff regarding the development of work plans and the preparation of agenda items. Provides programmatic, administrative, and technical training to Regional Board and State Board staff. Independently identifies and researches funding-related administrative problems and recommends corrective actions.
5%	Calculates and processes documents to Regional Water Boards for staff cost reimbursement, and project and oversight costs. Analyzes and evaluates requests for CAA fund use to ensure compliance with statutory requirements. Prepares CAA fund request packages for management approval. Coordinates with the Division of Administrative Services, Budget Unit to ensure proper CAA fund allotment and provides program specific assistance to recipients.
5%	Independently performs internal audits of the project files to ensure all requirements and special conditions have been met. Provides solutions to resolve any issues to management.
	Performs other duties as required.
	Employee Signature: _____ Date Signed: _____