

DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) Division of Financial Assistance	UNIT	POSITION # 880-550-5393-860	DATE September 2022
NAME OF EMPLOYEE (IF APPLICABLE)			
CURRENT CLASSIFICATION Associate Governmental Program Analyst (AGPA)		PROPOSED CLASSIFICATION (IF APPLICABLE)	
NAME OF SUPERVISOR Amanda Benitez			
CURRENT CLASSIFICATION OF SUPERVISOR Staff Services Manager I		REVIEWED AND APPROVED BY SIGNATURE	
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		
35%	<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> <p>Coordinate with Financial Advisors, IBank, State Treasurer's Office (STO), Bond Counsel, Office of Chief Counsel (OCC), and the Division of Administrative Services regarding bond document analysis and preparation, assist with pledge pool selection and analysis, financial reports, and preparation of program data. Conduct and prepare financial analysis and program data throughout the revenue bond pre and post issuance phases. Prepare analysis and related debt documents associated with State Match short-term debt transactions and Water Infrastructure Finance Innovation Act (WIFIA) debt transactions. Prepare and assist with submittal of timely and accurate reports per bond issuance reporting requirements including the Annual Disclosure Reports to STO and annual California Debt & Investment Advisory Commission (CDIAC) Report in coordination with IBank. Prepare and assist with submittal of Board Officer Certificates. Track bond proceed use and Administer the Tax Compliance Certification Questionnaire to affected funding recipients and track bad debt to ensure compliance with private use threshold below 5% per bond series. Conduct surveillance of funding recipients to ensure compliance with terms of their funding agreement including surveillance for and facilitating ownership changes. Develop Request for Proposals (RFPs) and monitor Financial Advisor and Bond/Tax Counsel service contracts.</p>		
25%	<p>Analyze financial statements, credit ratings, and economic impacts. Review bond debt documents, loan security documents, disclosures, resolutions, and operating or joint power agreements for the determination of borrower's debt capacity and compliance with the State Water Board policy and guidelines. Prepare and assist with data</p>		

	<p>collection and validation for pledged obligation recommendations for management approval. Direct loan recipients in the compilation of financial documents necessary to perform a credit assessment and economic impact evaluation. Prepare a financial analysis and management recommendation for funding of federal and state funded projects for loan term modifications.</p>
25%	<p>Provide guidance and regulatory oversight to recipients and contractors to ensure Disadvantaged Business Enterprise (DBE) Program requirements are met. Review construction bids to verify Good Faith Efforts, track, collect, and prepare DBE reports annually and submit to United States Environmental Protection Agency (USEPA). Provide guidance and regulatory oversight to ensure grant recipients' compliance with Davis Bacon Act. Conduct reviews to verify correct wage determinations, review Davis Bacon language is included in contract/bid specifications, and verify subrecipient is collecting and checking payroll reports; verify Statement of Davis Bacon compliance is signed and submitted by all contractors and subcontractors to the recipient along with payroll records and ensure subrecipient compliance with payroll responsibilities; collect Davis Bacon Compliance certifications timely; coordinate with Division of Financial Assistance Project Managers and/or recipients to verify Davis-Bacon poster and wage determination (federal and state) posters are posted at the work site. Work cooperatively with local agencies, cities, towns, districts, and other public entities to identify, analyze, and evaluate Davis Bacon compliance issues and provide guidance for appropriate course of action. Assist with and provide American Iron Steel requirements guidance. Consult with Department of Labor (DOL) and USEPA when guidance is required.</p>
10%	<p>Maintain and track Single Audits and annual loan audit confirmation requests for applicable loan recipients to ensure compliance with federal requirements. Respond to auditor requests for information. Analyze Single Audit findings and follow up with recipient to ensure corrective action has been taken. Track, maintain, update, and execute Fiscal Services Agreements and coordinate with recipients, Fiscal Services Agent, and OCC. Track and monitor deposit accounts. Maintain the Debt Management Policy regarding State and federal bond compliance laws and regulations, and/or policy or procedural changes. Develop internal procedures. Generate, analyze, and prepare various programmatic and financial reports in coordination with other units and management. Develop and maintain various program and project tracking spreadsheets for Division programs. Respond to various data and budget drills. Analyze Tax Certificates and maintain Tax Certificate files in coordination with bond sale.</p>
5%	<p>Perform other duties as required.</p> <p>Employee Signature: _____ Date Signed: _____</p>