

# DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) Division of Financial Assistance	UNIT 550	POSITION # 880-550-5157-069	DATE January 2023
NAME OF EMPLOYEE (IF APPLICABLE) Vacant			
CURRENT CLASSIFICATION Staff Services Analyst (SSA)		PROPOSED CLASSIFICATION (IF APPLICABLE)	
NAME OF SUPERVISOR Joseph Escobar			
CURRENT CLASSIFICATION OF SUPERVISOR Staff Services Manager I (SSMI)		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
N/A	N/A	N/A	N/A
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		
	Under the direct supervision 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:		
30%	Generate Loans and Grants Tracking System (LGTS) disbursement/reimbursement reports for financing agreements funded with state and/or federal (general, special, and bond) funding sources or programs. Conduct basic analysis to identify expenditure needs to proactively support fund expenditure timelines, funding shifts and agreement amendment tracking. Monitor for disbursement/reimbursement submittals, retrieve, upload associated data into LGTS and route the reimbursement request to the designated disbursement analyst. Report on disbursement data and statistics to support monthly, quarterly and annual reports, as well as audit inquiries as assigned. Develop, maintain, and monitor disbursement/reimbursement tracking reports. Gather data and files to support annual audits, reports, and control agency reviews.		
30%	Analyze and review disbursement/reimbursement requests from Recipients for federal and/or state (general, special, and bond) funded sources or programs. Ensure the requests meet federal and/or state requirements, policies, procedures, and audit criteria (validation of signature, documentation, eligibility) and carefully reviews for financial accuracy. Coordinate such reviews through the standard routing process. Complete disbursement/reimbursement request forms, LGTS and Fi\$Cal entries accurately. Route requests that meet guidelines and payment criteria through approval process and Accounting Office for payment. Reconcile project funding balances with LGTS and Accounting Office. Provide disbursement status reports to technical staff and management. Prepare documents for budgets and accounting to disencumber funds as necessary. Perform work assignments to help insure each is completed within timeframes set by division management or statute.		
25%	Provide information to technical staff, Recipients, and others regarding disbursement/reimbursement payment procedures and/or status using telephone, email, and direct correspondence as appropriate. Effectively communicate and assist		

10%	funding Recipients, local agencies, and technical staff on payment procedures to ensure loan and grant disbursement/reimbursement requests are received in a timely and accurate manner.
10%	Perform physical and electronic file management as directed. Maintain disbursement/reimbursement files with all documentation required for processing of requests to ensure all requirements and special conditions have been met. Ensure all documentation is accessible for audits and control agency review and conforms to State Water Board record retention policy.
5%	Perform other duties as required.
Employee Signature: _____ Date Signed: _____	