

DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) Division of Financial Assistance	UNIT 550	POSITION # 880-5393-831	DATE April 2023
NAME OF EMPLOYEE (IF APPLICABLE) Vacant			
CURRENT CLASSIFICATION Associate Governmental Program Analyst		PROPOSED CLASSIFICATION (IF APPLICABLE)	
NAME OF SUPERVISOR Debbie Cheung			
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
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		
45%	<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>Independently analyze, create, route, and amend complex funding agreements for federal and state funded water quality projects including reviewing and integrating detailed scopes of work, line-item budgets and deliverable dates proposed by technical project managers as well as reviewing and integrating general and special terms and conditions to facilitate successful project completion. Develop program-specific funding agreement templates for water quality improvement projects, in coordination with the Office of Chief Counsel (OCC), to include all pertinent language and conditions and as specified by guidelines, policies, regulations and law. Independently research, gather, and compile detailed program-specific information and provide solutions to funding recipients, project managers, and senior management. Consult with all levels of program staff and management regarding funding agreement development, including requests to deviate from standardized expectations to ensure every requirement of the funding process is satisfied. Confer with OCC regarding any legal issues that may arise with the development of funding agreements and provide alternative solutions. Communicate, both orally and in writing, with funding recipients to request and properly complete required documentation for funding agreements and amendments.</p>		
25%	<p>Independently analyze, create, and amend complex encumbrances of federal and state funds for water quality funding agreements, including entering project and funding data for encumbrances into the Financial Information System for California (FI\$Cal). Analyze financial and funding data to ensure accuracy. Post and reconcile funding agreement and amendment data in various tracking tools, including the Loans and Grants Tracking System. Review agreement encumbrances for accuracy. Analyze loan repayment schedules for accuracy, technical errors, resolve discrepancies and make</p>		

	<p>recommendations to management. Record Memorandum of Agreement with counties. File UCC liens and deeds of trust with appropriate governmental authorities, including the California Secretary of State. Communicate, both orally and in writing, with funding recipients to request and properly complete required documentation for the encumbrance of funding agreements. Consult with OCC, accounting staff/managers, administrative staff/managers, and project managers to ensure completion of the funding process and ensure all agreements and encumbrances meet federal and state requirements.</p>
15%	<p>Implement, recommend, create, enhance, and maintain procedures for process improvement and to effectively track and monitor funding agreements and amendments through their development, routing, execution, and administrative close-out process. Ensure compliance with federal and state requirements. Maintain current knowledge of policies, procedures, and program-specific mandated requirements. Communicate and coordinate with program staff, fiscal units, Accounting Section and Budget Office, OCC, and control agencies as appropriate. Assist with internal and external audits.</p>
10%	<p>Independently perform internal audits of administrative files to ensure all requirements and special conditions have been met. Provide solutions to resolve any issues to management. Provide guidance to funding recipients to ensure they are meeting their administrative contractual requirements.</p>
5%	<p>Perform other duties as required.</p>
<p>Employee Signature: _____ Date Signed: _____</p>	