

DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) Division of Financial Assistance	UNIT 550	POSITION # 880-550-4800-003	DATE May 2023
NAME OF EMPLOYEE (IF APPLICABLE) Vacant			
CURRENT CLASSIFICATION Staff Services Manager I		PROPOSED CLASSIFICATION (IF APPLICABLE)	
NAME OF SUPERVISOR David Maurer			
CURRENT CLASSIFICATION OF SUPERVISOR Staff Services Manager II		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
6	AGPA		
1	SSA		
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 general direction of a Staff Services Manager II 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>Supervises and directs activities of subordinate staff while providing leadership, guidance and support associated with developing, tracking and maintaining federal and state funded water quality program budgets including capitalization grant budgets, state operations, and local assistance funding. Oversees the development and maintenance of complex tracking methods to appropriately track fund balances, funding authorizations, fiscal year appropriations, bond sale proceeds, expenditures and encumbrances, capitalization grants, principal forgiveness allocations and related annual Budget Acts. Analyzes fiscal information for federal and state funded water quality programs. Oversees staff, coordinates, and prepares cash flow projections and financial forecasting in coordination with a financial advisor, other units, sections, divisions, consultants and senior management for various water quality funding programs. Supervises analysts in the development and execution of funding shifts/encumbrance changes of loans and grants, as needed. Oversees analysts responsible for researching, compiling, and advising other units, sections, divisions and senior management, verbally and in writing, of fiscal requirements and authorizations specified in legislation. Establishes workload priorities and assignments, reviews work products, and manages personnel-related aspects of the job to ensure program objectives are being met. Provides guidance and policy direction to unit staff.</p>		
25%	<p>Plans, organizes, and directs budget administration of for local assistance funding and related state operations of water quality funding programs. Activities include but are not limited to preparation and coordination with other units, sections, divisions and senior management in developing Budget Change Proposals and Program Change Proposals, Finance Letters, monitoring of all budget allocations and expenditures, and</p>		

	<p>various accounting reports for state and federally funded programs. Oversees analysts that perform a variety of complex analysis including fee analysis, bond revenues, and financial budget planning of federal capitalization grants, set-asides, and associated state match requirements. Coordinates with other units, sections, consultants and senior management in the sale, expenditure, tracking and reporting of State Revolving Fund revenue bonds, including coordinating and developing revenue bond pledge pool analysis and spending plans. Supervises and directs analysts in preparing federal grant applications and workplans in coordination with other units, sections, divisions and senior management. Works with internal and external parties to evaluate processes and make recommendations for improvements to ensure fiscal accountability. Makes recommendations for budgetary needs, program compliance and as required per the Budget Act. Designs and implement a multi-year budgeting model in coordination with other units, sections, divisions and senior management. Oversees analysts responsible for loan billing and servicing, which include but are not limited to generating and preparing billing letters and loan payoff statements, generating and reviewing repayment schedules, monitoring and tracking delinquent loans and following up on delinquent payments.</p>
15%	<p>Serves as the State Water Boards' primary point of contact, coordinator and subject matter expert for all general obligation bond related issues and topics, including proposed, enacted, authorized and appropriated budgets. Works directly with other agency bond coordinators, administrators and consultants, including the California Natural Resources Agency Bond Coordinators, State Treasurer's Office, and bond counsel to ensure compliance with general obligation bond guidelines and requirements, statutes and applicable laws. Ensures general obligation bond expenditures comply with requirements of the bond act, specific bond allocation and specific appropriation. Oversees the preparation of quarterly, monthly, and annual reports as required regarding general bond authorization, budgetary authority, and cash reconciliations.</p>
10%	<p>Develops fiscal policies, guidelines, procedures and forms for the implementation and management local assistance and related state operation funding. Tasks include but are not limited to researching information, drafting policies and procedures, and responding to inquiries from various stakeholders. Oversees the development and maintenance of data, tracking and analytical systems to monitor compliance with various fiscal policy and procedures. Represents the unit at staff meetings and conveys information on fiscal policies and procedures to other units, sections, divisions and senior management. Prepares management reports as needed.</p>
10%	<p>Coordinates budget activities and general obligation and revenue bond activities with the Division of Administrative Services (DAS) Budget Office and Accounting Office as well as the Office of Chief Counsel to ensure federal and state funded programs meet applicable requirements. Coordinates responses to state and federal budget inquiries from internal and external stakeholders and prepares responses to the Department of Finance, State Treasurer's Office, and other state and federal entities. Represents the division and State Water Board at special meetings, conferences, and roundtables.</p>
5%	<p>Perform other duties as required.</p>

	Employee Signature: _____ Date Signed: _____
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