

DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) Division of Financial Assistance	UNIT 550	POSITION # 880-550-5393-859	DATE 11/14/2022
NAME OF EMPLOYEE (IF APPLICABLE) Vacant			
CURRENT CLASSIFICATION Associate Governmental Program Analyst		PROPOSED CLASSIFICATION (IF APPLICABLE)	
NAME OF SUPERVISOR Thera Hearne			
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
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 and review complex 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. Resolve complex problems and make conclusions on processing of disbursement/reimbursement requests. Complete disbursement/reimbursement request forms correctly to ensure that pertinent information accurately aligns with FI\$Cal, Loans and Grants Tracking System (LGTS), and other tracking systems. 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. Develop and monitor disbursement status reports and provide reports to technical staff and management. Prepare documents for Budgets and Accounting to disencumber funds and coordinate with internal technical and administrative staff as necessary. Prioritize and manage work assignments so that requests meet performance metrics of the Division.</p>		
30%	<p>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 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. Prepare correspondence with findings, providing solutions to resolve any outstanding issues.</p>		

15%	Collect data, maintain relevant spreadsheets, and LGTS and create ad hoc spreadsheets and other documents as necessary to report on financial status of funding sources for annual reports, audit inquiries, and other reports to management or control agencies, periodically.
5%	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. Provide solutions to resolve any issues to management.
5%	Perform other duties as required.
Employee Signature: _____ Date Signed: _____	