



Classification: Associate Governmental Program Analyst
Position Number: 880-550-5393-719

DUTY STATEMENT

☐ CURRENT

☒ PROPOSED

RPA Number: 23-550-118	Classification Title: Associate Governmental Program Analyst	Position Number: 880-550-5393-719
Incumbent Name: Vacant	Working Title: Associate Governmental Program Analyst	Effective Date: TBD
Tenure: Permanent	Time Base: Full Time	CBID: R01
Division/Office: Division of Financial Assistance		Section/Unit: Special Funds Fiscal Unit
Supervisor's Name: Darren Yan		Supervisor's Classification: Staff Services Manager I

Human Resources Use Only:	
HR Analyst Approval:	Date:

General Statement
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.
Position Description
The Associate Governmental Analyst will act as a lead analyst and will develop and maintain complex tracking methods to monitor various financial aspects, such as fund balances, fiscal year appropriations, and expenditures. Analyze fiscal information for water quality programs, prepare federal grant applications, and make recommendations for budgetary needs and program compliance. Additionally, the incumbent inputs, reviews, and maintains fiscal and project data in various databases and serves as a liaison for fiscal information with internal units and other state agencies. Prepare complex responses to fiscal and budget inquiries, coordinate budget change proposals, and produce fiscal reports for management. The incumbent will perform various fiscal and administrative duties to ensure efficient and accountable program operations.
Essential Functions (Including percentage of time):

30%	Develops and maintains complex tracking methods to appropriately track fund balances, funding authorizations, fiscal year appropriations, bond sale proceeds, expenditures and encumbrances, capitalization grants, and principal forgiveness allocations and the annual Budget Acts. Tracks grants, loans, and service contracts through the development, budgetary, and accounting phases to ensure execution per the budgetary authority. Develops, reviews, and prepares budget and accounting transactional documents to encumber, disencumber, and shift funds as needed. Researches, gathers, compiles, and advise other units, sections, divisions and senior management, verbally and in writing, of fiscal requirements and authorizations specified in legislation. Assists with 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.
25%	Analyzes fiscal information for federal and state funded water quality programs and related state operations. Performs a variety of complex analysis including cash flow analyses, loan fee analysis, financial forecasting, bond revenues and financial budget planning of federal capitalization grants and associated state match. Develops revenue bond pledge pool analysis and develops and tracks revenue bond spending plans. Prepares 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 state and federal budget acts. Designs and implements a multi-year budgeting model in coordination with other units, sections, divisions and senior management.
20%	Inputs, analyzes, maintains, and reviews fiscal and project data in various databases such as, but not limited to, the Agency Bonds Consolidated Reporting System (ABCRS), Loans and Grants Tracking System (LGTS), and Financial Information System for California (Fi\$Cal). Facilitates general obligation bond tax determinations with State Treasurer's Office, tracks general obligation bond sale proceeds, reviews disbursement information, collects cash projections, and responds to expenditure inquiries. Reviews and approves purchase orders and tracks receipts and vouchers in Fi\$Cal and cross references encumbrances, disbursements and/or reimbursement requests for accuracy. Serves as liaison to the Division of Administrative Services Budget and Accounting Offices, Statewide Bond Coordinators, and other state agency staff regarding fiscal information of programs, their accountability on meeting state policy, and ensuring program's responsibility.
20%	Collaborates with other units, sections, divisions and senior management to prepare complex responses to a variety of fiscal and budget inquiries. Prepares, analyzes, facilitates and coordinates Budget Concept Papers, Budget Change Proposals (BCPs) and Finance letters (FL). Coordinates and monitors the progress of BCPs and FLs. Prepares recommendations and solutions on BCPs and FL for senior management. Assists in responses to Department of Finance and Legislative Analyst Office inquiries. Produces complex fiscal reports for management as needed. Provides backup support for activities involving the analysis, tracking and reporting of state operations and local assistance funding for water quality funding programs. Reviews policies and procedures and develops alternatives to enhance operational efficiency.



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5%	Perform other duties as required.
Typical Physical Conditions/Demands:	
The job requires extensive use of a computer and the ability to sit/stand at desk, utilize a phone, and type on a keyboard for extended periods of time.	
Typical Working Conditions:	
The incumbent works on the 17th floor of a high-rise office building in downtown Sacramento, in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule (Hybrid Telework) is Monday through Friday.	



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Supervisor Statement

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

Supervisor Name	Supervisor Signature	Date

Employee Statement

I have discussed these duties with my supervisor and have been provided a copy of this duty statement. I certify I have read, understand, and can perform the duties of this position either with or without reasonable accommodation*.

**A Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity. (If you believe reasonable accommodation is necessary, check yes. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

Do you need a reasonable accommodation to perform the essential functions of this position?

☐ YES ☐ NO

Employee Name	Employee Signature	Date