

☐CURRENT    ☒PROPOSED

POSITION INFORMATION	
NAME	MCR 1
CLASSIFICATION Associate Governmental Program Analyst	POSITION NUMBER 538-305-5393-004
WORKING TITLE Project Administrator	DIVISION/UNIT Land Resource Protection/Program Support
EFFECTIVE DATE	LOCATION Headquarters - Sacramento
BARGAINING UNIT R01	CONFLICT OF INTEREST DESIGNATION 6

REQUIREMENTS OF POSITION			
<input type="checkbox"/> MEDICAL EVALUATION	<input checked="" type="checkbox"/> CONFLICT OF INTEREST	<input type="checkbox"/> TRAVEL REQUIRED	<input type="checkbox"/> BILINGUAL FLUENCY
<input type="checkbox"/> SUPERVISORY	<input type="checkbox"/> SPECIALIST	<input type="checkbox"/> DRIVER LICENSE	<input type="checkbox"/> PROFESSIONAL LICENSE
<input type="checkbox"/> TYPING CERTIFICATE	<input checked="" type="checkbox"/> HYBRID	<input type="checkbox"/> OTHER	

**DEPARTMENT STATEMENT:**

All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. You are expected to work cooperatively with team members and others to enable the Department to provide the highest level of service possible. Your efforts to maintain regular attendance and treat others fairly, honestly, and with respect are critical to the success of the Department’s mission and vision.

**GENERAL STATEMENT:**

Under the direct supervision of the Staff Services Manager I (SSM I) the Associate Governmental Program Analyst (AGPA) provides administrative support to the Transformative Climate Communities (TCC) program administered by the Division of Land Resource Protection (DLRP). The AGPA is responsible for grant administrative support, program analysis, program material support, and content management activities as needed for the effective operation of DLRP programs. Duties include, but are not limited to:

ESSENTIAL FUNCTIONS	
PERCENT	DESCRIPTION
35%	Grant Invoice and Report Processing: Performs administrative reviews of invoices and progress reports in coordination with program staff (grant managers). Verifies the accuracy of submitted invoices against approved grant/contract budgets. Confirms that expenses billed are allowable, reasonable, and in compliance under program guidelines. Independently develops recommendations to resolve problems based on knowledge of grant program guidelines and general State administrative practices.

## POSITION DUTY STATEMENT

<b>35%</b>	Program Administration: Creates and updates invoice tracking and deliverables tracking documents in Excel and Word according to executed grants/contracts and subsequent grant amendments and modifications. Supports program staff by meticulously reviewing proposed budget and workplan amendments for accuracy, consistency, and alignment with grant objectives and program guidelines prior to finalization. Maintains organized records of all invoices received and related documentation. Collaborates with program staff to develop process improvements and performance evaluation measures that maintain compliance with organizational expectations.
<b>10%</b>	Bond Administration: Provides technical bond support in areas such as budgets, accounting, and contracts. Responsible for tracking information through bond allocation balance reports, bond affordability charts, and ABCRs reports. Participates in cash drills and bond related drills to meet deadlines. Reconciles the State Controller's Office Tab Run for program related bonds. Develop and maintain data tracking resources for communicating bond related issues.
<b>10%</b>	Program Material Development and Updates: Develops and updates grant administration templates and program materials related to grant management, in collaboration with program staff. Updates administrative support reference guides. Proofreads program material as needed. Consults subject matter experts in the development of resource materials to clarify ambiguities and obtain information to ensure accuracy and comprehensiveness of material.

### MARGINAL FUNCTIONS

PERCENT	DESCRIPTION
<b>5%</b>	Grant Application Review: Participates in grant application panels. Evaluates and utilizes selection criteria, and screens grant application for threshold requirements in conjunction with DOC and the Strategic Growth Council (SGC) program teams.
<b>5%</b>	Administrative - Performs administrative duties including, but not limited to: adheres to Department policies, rules and procedures; submits administrative requests including leave, overtime, travel, and training in a timely and appropriate manner; accurately reports time in the Tempo timekeeping system; and submits timesheets by the due date.

### SUPERVISION RECEIVED:

The AGPA reports directly and receives direction from the SSM I in DLRP. The incumbent also receives direction from the TCC Supervisory Environmental Planner (SEP) in DLRP.

### SUPERVISION EXERCISED:

None.

### ADMINISTRATIVE RESPONSIBILITIES FOR SUPERVISORS AND MANAGERS

None.

### PERSONAL CONTACTS:

The AGPA will routinely interact with Department and DLRP employees, all levels of government, consultants, the public and stakeholders. Personal contact may be made via meetings, written correspondence, telephone, mail, e-mail or in person regarding DLRP programs.

### ACTIONS AND CONSEQUENCES:

While management is responsible for policy and programmatic decision making; inadequate performance in this position or a lack of professionalism in communication with peers in the Department or partner agencies may result in inefficient use of state resources and time, contribute to the loss of support for DLRP programs and diminish relationships with governmental entities, partner agencies, and the public. "Consequence of

## POSITION DUTY STATEMENT

error” is a general phrase to describe a “mixture” of factors that give significance to an error, omission, or wrong decision.

### **CONDUCT AND ATTENDANCE EXPECTATIONS:**

**ATTENDANCE:** Maintain regular attendance according to your approved work schedule. Begin your work schedule on time. Leave work at your scheduled end time. Remain at work during working hours (excluding lunch and breaks). Take lunch and breaks that don’t exceed the expected length.

**CONDUCT:** You are expected to be courteous, thorough, and professional when interacting with State employees, peers, management, and the public. Emails should always be reviewed to ensure they are professional, appropriate, and without incendiary remarks.

### **OTHER INFORMATION**

Telework is available for this position in accordance with the Department’s Telework policy and procedures.

### **WORKING CONDITIONS/PHYSICAL REQUIREMENTS**

FREQUENCY	DESCRIPTION
<b>FREQUENTLY</b>	<ul style="list-style-type: none"><li>• Work indoors in an environmentally controlled high-rise building and/or via telework.</li><li>• Position at a desk during core office hours using a computer, keyboard, mouse, monitor, and printer under non-natural lighting for prolonged periods of time.</li><li>• Use of a telephone and/or computer with remote video-conferencing software such as Microsoft Teams.</li><li>• Perform repetitive hand motion such as simple grasping, fine manipulation, pushing and pulling with right and left hands.</li></ul>
<b>OCCASIONALLY</b>	<ul style="list-style-type: none"><li>• Attend in person or virtual meetings.</li><li>• Attend off site staff meetings outside on minimally un-level surface.</li></ul>

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation (if you believe reasonable accommodation is necessary, discuss your concerns with your supervisor).

**Employee Printed Name**

**Employee Signature**

**Date**

I have discussed the duties of this position with, and have provided a copy of this duty statement to, the employee named above.

**Supervisor Printed Name**

**Supervisor Signature**

**Date**