



Classification: Associate Governmental Program Analyst
Position Number: 880-550-5393-819

DUTY STATEMENT

☐ CURRENT

☒ PROPOSED

RPA Number: 25-550-001	Classification Title: Associate Governmental Program Analyst	Position Number: 880-550-5393-819
Incumbent Name: Vacant	Working Title: Agreements Analyst	Effective Date: TBD
Tenure: Permanent	Time Base: Full Time	CBID: R01
Division/Office: Division of Financial Assistance/ Administration/Operator Certification Branch/Loans & Grants Admin Section II		Section/Unit: Agreement Servicing Section 1 / Agreements Unit 2
Supervisor's Name: Maria Nanca		Supervisor's Classification: Staff Services Manager I (Supervisory)

Human Resources Use Only:

HR Analyst Approval: *Debra Fisher-Lun* **Date:** 07/21/2025

General Statement

Under the direction of a Staff Services Manager I (Supervisory) 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 Program Analyst administratively manages and provides analytical support for complex funding agreements and amendments for federal and state funded water quality projects. Specific responsibilities include, but are not limited to: independently analyzes, creates, and amends complex funding agreements and encumbrances; implements, recommends, creates, enhances, and maintains procedures; tracks and monitors funding agreements; and independently performs internal audits of project files.



Classification: Associate Governmental Program Analyst
Position Number: 880-550-5393-819

Essential Functions (Including percentage of time):

45%	Independently analyzes, creates, routes, and amends 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. Develops 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 researches, gathers, and compiles detailed program-specific information and provides solutions to funding recipients, project managers, and senior management. Consults 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. Confers with OCC regarding any legal issues that may arise with the development of funding agreements and provides alternative solutions. Communicates, both orally and in writing, with funding recipients to request and properly complete required documentation for funding agreements and amendments.
25%	Independently analyzes, creates, and amends 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). Analyzes financial and funding data to ensure accuracy. Posts and reconciles funding agreement and amendment data in various tracking tools, including the Loans and Grants Tracking System. Reviews agreement encumbrances for accuracy. Analyzes loan repayment schedules for accuracy, technical errors, resolves discrepancies and make recommendations to management. Records Memorandum of Agreement with counties. Files Uniform Commercial Code (UCC) liens and deeds of trust with appropriate governmental authorities, including the California Secretary of State. Communicates, both orally and in writing, with funding recipients to request and properly complete required documentation for the encumbrance of funding agreements. Consults 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.
15%	Implements, recommends, creates, enhances, and maintains procedures for process improvement and to effectively track and monitor funding agreements and amendments through their development, routing, execution, and administrative close-out process. Ensures compliance with federal and state requirements. Maintains current knowledge of policies, procedures and program-specific mandated requirements. Communicates and coordinates with program staff, fiscal units, Accounting Section and Budget Office, OCC and control agencies as appropriate. Assists with internal and external audits.



Classification: Associate Governmental Program
Analyst
Position Number: 880-550-5393-819

Marginal Functions (Including percentage of time):

10%	Independently performs internal audits of administrative files to ensure all requirements and special conditions have been met. Provides solutions to resolve any issues to management. Provides guidance to funding recipients to ensure they are meeting their administrative contractual requirements.
5%	Perform other duties as required.

Typical Physical Conditions/Demands:

The job requires extensive use of a personal computer and the ability to sit/stand at a desk, and type on a keyboard for extended periods of time.

Typical Working Conditions:

The incumbent works in a high-rise office building in downtown Sacramento, in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday.

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 Name	Employee Signature	Date