



## DUTY STATEMENT

☐ CURRENT

☒ PROPOSED

RPA Number: <b>25-018</b>	Classification Title: Associate Governmental Program Analyst	Position Number: <b>650-5393-704</b>
Incumbent Name:	Working Title: Invoice Examiner	Effective Date:
Tenure: Permanent	Time Base: Full-time	Intermittent Hours Per Month:
Division/Office: DDRO	Section/Unit: Project Management Section / Fiscal Analysis Unit	Reporting Location: Sacramento
Supervisor's Name: Mikala Valenzuela	Supervisor's Classification: SSMI	CBID: RO1
Confidential Designation:  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Designated Position for Conflict of Interest:  <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Position Telework Eligible:  <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Supervision Exercised:  <input checked="" type="checkbox"/> None <input type="checkbox"/> Lead <input type="checkbox"/> Managerial <input type="checkbox"/> Supervisory		

### Human Resources Use Only:

HR Analyst Approval:

Date:

### General Statement

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and adhere to department policies and procedures regarding attendance, leave, and conduct.



### **Position Description**

The incumbent performs a variety of tasks within the Department related to federal and state disaster assistance. Under the general direction of the Staff Services Manager I, the incumbent will be responsible for reviewing, auditing, analyzing, and tracking complex invoices with multiple due dates. The position will also require project management experience and the ability to review, analyze and assist in the administration of contracts that govern debris clean-up, with the Emergency Debris Recovery Office (DDRO) technical staff.

This position will leverage the incumbent's technical ability to work with data software (Microsoft Excel, Outlook, Fi\$cal, or equivalent invoice tracking programs) to properly close out debris cleanup operations and ensure that the State receives the maximum amount of reimbursement for costs that were incurred during debris cleanup operations, by FEMA. The incumbent will work with the Contract Manager, Finance Lead and AFITS to coordinate the disposition of financial information, and all documentation that is needed for project closeout.

This position will need to work effectively and cooperatively under demanding conditions and under the pressure of short leave time, work weekends, holidays, extended and rotating shifts (day/night). Statewide travel may also be required for extended periods of time and on short notice. The incumbent must have a current California Driver's License and participate in the Department of Motor Vehicles (DMV) Employer Pull Notice Program.

### **Essential Functions (Including percentage of time):**

- 45% Independently coordinates with the Contract Manager and Finance Lead regarding all of the financial information, cost analysis, and cost efficiencies aspects of the emergency recovery operations. Review and process invoices including serving as lead staff in reviewing, examining, recording, or auditing personnel time and contract line-item costs, and other costs submitted to CalRecycle for payment. The incumbent shall monitor daily, weekly, monthly, and total project budgets. Oversee and assist as necessary with the review and audit of the emergency recovery contract(s) to make sure that invoices are true and correct, accurate supportable, consistent with contract terms and conditions, and reimbursable by the state and federal (if applicable) agencies supplying disaster relief funding. Review all financial aspects of an incident as well as financial and cost analysis information provided by staff. Incumbent may be asked to obtain approved contract manager training to assist the Contract Manager.
- 35% Oversee, manage, prepare, route, and organize contract file documents including but not limited to, invoices tracker(s), budget, work orders, change orders, and tracking of other finance critical documents. Draft memoranda of understanding as necessary to support the project's functions. Participate in reviewing and editing contracts and agreements established by staff for accuracy. Assist staff in the interpretation of contracts and agreement terms and conditions; monitor contracts for compliance and prepare for project closeout. Coordinate with agency headquarters and staff on cost reporting procedures. May serve as occasional liaison to other divisions/units within CalRecycle and work AFITS to facilitate the delivery of documentation that is needed for project closeout to FEMA.
- 15% Gather and review pertinent information from briefings, including take notes or recordings, with responsible agencies to determine relevance to the project. Develop and maintain the Finance Procedures Manual for the Finance/Administration Section. Meet with Assisting and Cooperating Agency Representatives as needed to review progress of the project. Maintain contact with agency(s) administrative headquarters on finance matters. Review and ensure that all obligation documents initiated at the incident are properly prepared and completed. Brief agency administrative personnel on all incident-related financial issues needing attention or follow-up.

### **Marginal Functions (Including percentage of time):**



5% Perform other duties as required and within the scope of knowledge, duties, and abilities of an Associate Governmental Program Analyst.

**EMERGENCY OPERATIONS – ACTIVATION/OPERATIONAL ASSIGNMENTS 100%**

When tasked with an emergency operational assignment and until released and demobilized, some, or all, of the following duties will be performed and some, or all, of the incumbent's non-emergency duties may temporarily cease. While fulfilling an emergency operational assignment the incumbent is filling a specific position that reports to a specific Incident Command System (ICS) hierarchy. This is the chain of command that the incumbent reports to while on this interim assignment. Obtain and maintain the necessary disaster recovery training/certifications to be able to function in the assigned capacity.

Complete temporary assignments as the Department's representative to provide assistance in emergency response and recovery activities in the State Operations Center (SOC), Regional Emergency Operations Center (REOC), Joint Field Office (JFO), Area Field Office (AFO), Local Assistance Center (LAC), Debris Removal Operations Center (DROC), or other location.

Finance/Administration Section includes staff as the service contract manager(s) who are the authorized representative of the State of California responsible for administering a contract and monitoring the contractor's performance, aligning operational objectives with the terms of the executed contract, and administering the necessary change orders to accomplish the disaster recovery objectives approved by state and federal government as required for state and federal disaster assistance. The Finance Administration Section is led by a Finance Section Chief, which may also perform as a Contract Manager depending on the demand of the incident. The Finance Section Chief is responsible for monitoring the financial health and status of the entire debris recovery operation, to include operational and contractual budget actuals and forecasts, as well as collect and collate documentation supporting Public Assistance reconciliation and reimbursement throughout the duration of the operation. This position will be a primary POC for RFIs from CR executives and partner agencies, such as OES and the Governor's Office.

Oversee, respond to, and support requests for assistance with disaster debris removal projects and must be able to assume Finance Section Chief or other necessary duties and/or roles as a member of an Incident Command System Team, including, but not limited to:

Manages all contractual and/or financial aspects for the environmental consultants and recovery contractors' contracts, Provides and coordinates the consultant's and the debris removal contractors' finance professionals; as well as all of the financial and cost analysis, and cost efficiency aspects of the debris cleanup operations. Make cost-saving recommendations to the Incident Commander and the IMT. Documents and processes contractual claims occurring at the incident and keeps a running tally of associated costs. Provides financial and engineering cost analysis information, as requested. Gathers pertinent information from briefings with responsible agencies. Develops an operating plan for the finance/contractual management portions of the incident. Maintains contact with the Department's administrative headquarters on finance/contractual matters. Ensures that all obligation documents initiated at the incident are properly prepared and completed. Maintains records security. Briefs Department administrative personnel on all incident-related financial issues needing attention or follow-up.

Drafts memoranda of understanding between agencies, as necessary. Establishes and interprets contracts, agreements, contract change orders, and resolve disputes. Coordinates the processing of change orders and claims. Completes final processing of invoices and sends documents for payment to verify that proper engineering activities are properly documented, supported by the IMT and pre-approved rates are used. Coordinates with Department AFITS on cost reporting procedures. Collects and records all cost data. Develops incident cost updates and summaries. Makes cost-saving recommendations based on proper engineering



practices to the IMT.

Collects and processes situational information about the incident. Supervises and includes input from the Incident Commander and IMT in the preparation of the Incident Action Plan. Establishes information requirements and reporting schedules. Determines need for any specialized technical or engineering resources in support of the incident. Establishes special information collection activities, as necessary (e.g., weather, environmental, toxic, etc.). Responsible for and/or directing state or consultant staff in keeping track of the status of each property that enters into the system with a right of entry, as approved by the Incident Commander, during each step of the assessment, asbestos removal, vehicle removal, chimney removal, debris removal, soil sampling, and final site walk and all supporting documentation. Conducts incident-planning meetings, as required. Maintains a master list of all resources (e.g., key supervisory personnel, primary and support resources, technical or specialty engineering resources, etc.). Reports any significant changes in incident status and prepares, posts, or disseminates resource and situation status information as required. Reviews records for accuracy and completeness and inform appropriate units of errors or omissions. Keeps detailed technical records for post-incident use.

Advises the Incident Commander and IMT on all matters relating to logistics planning, facilities, and communications. Advises the Incident Commander on all matters relating to the ordering, receipt, storage, transport, and onward movement of goods, services, heavy equipment, and engineering personnel. Provides recommendations on proper types of equipment and engineering approaches to resolving technical issues, as well as a whole community approaches to fulfilling logistics requirements. Participates in development, maintenance, and implementation of the Incident Action Plan.

#### **Typical Physical Conditions/Demands:**

The job requires extensive use of a personal computer and the ability to sit/stand at desk, utilize a phone, and type on a keyboard for extended periods of time. Ability to lift 15 pounds, bend and reach above shoulders to retrieve files and/or documents. Due to the potential emergency activation/operational assignment of this position individuals requires:

- Utilization of a self-containing breathing apparatus
- Sufficient vision to perform the following duties: identify resource requirements and prepare supporting materials; monitor all division contracts; develop training programs and examination planning; review legislation, prepare and initiate personnel transactions.
- Your hearing must be sufficiently acute to perform following duties: perform phone consultations; take oral instructions from division management and personnel in other divisions
- Sufficient ability to speak to perform following duties: report budget, personnel, legislation, training, and administrative issues to management; speak on the phone; interact with division staff
- Your cardiac/circulatory system to be in sufficient condition to perform the duties of this position
- Your respiratory system to be in sufficient condition to perform the duties of this position
- The use of appropriate body parts and physical capability to perform the duties of this position
- To perform the following duties involving manual dexterity: use the computer; telephone, calculator; FAX machine; drive vehicle to meetings, conferences workshops, etc.
- You need to be able to continuously concentrate to perform the duties of this position

#### **Typical Working Conditions:**

The incumbent works on the 13th 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 is Monday through Friday. Mandatory overtime, including evening and weekend work may be necessary during the year end closing process or when the department is mission tasked. Travel may be required locally and within the state.



**Special Requirements of Position (Check all that apply):**

- ☐ Duties performed may require pre-employment and/ or routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.).
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Performs other duties requiring high physical demand. (Explain below)
- ☐ Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles.
- ☐ Other (Explain below)

**Explanation:**



State of California  
California Environmental Protection Agency  
CalRecycle 109A (Rev. 09/2023)

### 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



## DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

RPA Number: <b>25-024</b>	Classification Title: Associate Governmental Program Analyst	Position Number: <b>835-650-5393-712</b>
Incumbent Name:	Working Title: Invoice Examiner	Effective Date:
Tenure: Permanent	Time Base: Full-time	Intermittent Hours Per Month:
Division/Office: DDRO	Section/Unit: Project Management Section / Fiscal Analysis Unit	Reporting Location: Sacramento
Supervisor's Name: Mikala Valenzuela	Supervisor's Classification: SSMI	CBID: RO1
Confidential Designation:  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Designated Position for Conflict of Interest:  <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Position Telework Eligible:  <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Supervision Exercised:  <input checked="" type="checkbox"/> None <input type="checkbox"/> Lead <input type="checkbox"/> Managerial <input type="checkbox"/> Supervisory		

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- 35% Oversee, manage, prepare, route, and organize contract file documents including but not limited to, invoices tracker(s), budget, work orders, change orders, and tracking of other finance critical documents. Draft memoranda of understanding as necessary to support the project's functions. Participate in reviewing and editing contracts and agreements established by staff for accuracy. Assist staff in the interpretation of contracts and agreement terms and conditions; monitor contracts for compliance and prepare for project closeout. Coordinate with agency headquarters and staff on cost reporting procedures. May serve as occasional liaison to other divisions/units within CalRecycle and work AFITS to facilitate the delivery of documentation that is needed for project closeout to FEMA.
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**Special Requirements of Position (Check all that apply):**

- ☐ Duties performed may require pre-employment and/ or routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.).
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Performs other duties requiring high physical demand. (Explain below)
- ☐ Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles.
- ☐ Other (Explain below)

**Explanation:**



### 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