



## DUTY STATEMENT

DIVISION		CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Boating and Waterways		Associate Park & Recreation Specialist	549-709-1089-066
DISTRICT/HQ SECTION		WORKING TITLE	CBID
Grants and Loans		APRS	R01
SECTOR/HQ UNIT		REPORTING LOCATION	INCUMBENT
Loans, Grants, Financial Services Awarding		Sacramento, CA	
STATE HOUSING			IMMEDIATE SUPERVISOR
Housing not available			Supervisor I
SENSITIVE POSITION DESIGNATION (Check if applicable)			
<input type="checkbox"/> Sensitive Position as designated by the Department per <a href="#">California Code of Regulation (CCR) 599.961</a>			
POSITION DESCRIPTION			
<p>Under direction of the Supervisor I, Division of Boating and Waterways, the Associate Park and Recreation Specialist is responsible for executing the Division's facilities loan and grant programs and performing the most complex analytical duties pertaining to these programs. Duties include: developing and analyzing criteria by which loan and grant applications are ranked and accepted; processing, reviewing, and ranking applications against programmatic criteria, including fiscal analysis; working with and through the Department's Online Grant Application system; feasibility report development; grant and loan administration; project planning and monitoring through implementation, and/or design development and construction; auditing and approving reimbursement requests; participation in special studies, systems, policy, and budget development; and developing analyses and reports for the Legislature, Governor, Boating and Waterways Commission, and upper management.</p>			
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.			
ESSENTIAL FUNCTIONS:			
%	TASK/DUTIES		
40%	<p>Manage and administer Division grants and loans through all facets including: preliminary concept design of a grant project; development of criteria by which loan and grant applications are ranked and accepted; receipt, scoring, and ranking of applications; financial evaluation including performing analysis of borrower financial position, offered security, and lien priority, and benefit cost ratios; budget and scope development; project approval; design development; analysis and approval of consulting services agreements, construction plans, specifications, bid documents, and contracts; review and approval of completed grant/loan to ensure that state resources are used most effectively to meet the needs of the grantees/borrowers, program requirements, and according to guidance documents; regularly communicate verbally and in writing with internal and external stakeholders; create and maintain organized project files; report regularly to direct supervisor and collaborate with multidisciplinary teams including engineers, safety, education, accounting, and training staff.</p>		
25%	<p>Provide written analysis and recommendations for resolving the most complex, difficult, and technical issues that may arise through the implementation of grants and loans, policy changes or development, budget change proposals, and regulation development; maintain clear and consistent documentation of project, policy, system, and management progress; participate in budget, legislation, regulation, policy, process, and procedure preparation, and in administration</p>		

	and department drills; serve as a subject matter expert to management in order to recommend effective business solutions that will strengthen and improve internal administrative, policy, procedural, and operational controls.	
15%	Develop and implement internal auditing and reporting systems to effectively monitor project progress; review, audit, and approve payments for reimbursement of loan and grant funding; perform site visits to observe project construction/grant implementation and to verify and document progress; maintain clear and consistent history of funds, including appropriations, approvals, disbursements, and reversions. Communicate and coordinate with Department accounting and contracts personnel at all phases of project.	
10%	Prepare project feasibility reports which present the Division's research and analysis of the proposed project, need, economics, constructability, and recommended scope and funding to the Boating and Waterways Commission. As necessary, attend and make presentations at Boating and Waterways Commission meetings and project site tours and answer questions from Commissioners and the public	
5%	Participate in boating and waterways-related projects, studies, reviews, and investigations; make presentations to management, stakeholders, and others. Participate in promoting DBW programs as necessary.	
<b>MARGINAL FUNCTIONS:</b>		
%	<b>TASK/DUTIES</b>	
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.	
<b>TYPICAL WORKING CONDITIONS</b>		
Office environment; Daily and frequent use of personal computer and a variety of office software applications at a work station. Sit in a normal seated position for extended periods of time. Occasional overnight travel.		
<b>TELEWORK DESIGNATION:</b>		
This position is designated as Telework Eligible - Office Centered.		
<b>SPECIAL REQUIREMENTS:</b>		
Possession of a Class C driver's license is required.		
<b>The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.</b>		
<b>SUPERVISOR STATEMENT:</b>		
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 WITH A COPY OF THIS DUTY STATEMENT.		
<b>SUPERVISOR NAME (PRINT OR TYPE)</b>	<b>SUPERVISOR SIGNATURE</b>	<b>DATE</b>
<b>EMPLOYEE STATEMENT:</b>		
I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.		
<b>EMPLOYEE NAME (PRINT OR TYPE)</b>	<b>EMPLOYEE SIGNATURE</b>	<b>DATE</b>



## DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Boating and Waterways	Park and Recreation Specialist	549-709-1068-XXX
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Boating and Waterways	Park and Recreation Specialist	R01
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Loans, Grants, Financial Services Awarding	Sacramento, CA	
STATE HOUSING	IMMEDIATE SUPERVISOR	
Housing not available	Supervisor I	
SENSITIVE POSITION DESIGNATION (Check if applicable)		
<input type="checkbox"/> Sensitive Position as designated by the Department per <a href="#">California Code of Regulation (CCR) 599.961</a>		
POSITION DESCRIPTION		
<p>Under close supervision of the Supervisor I, the Park and Recreation Specialist will assist the Supervisor I in executing the Division's loan, grant, and financial aid programs. Duties include: analyzing criteria by which loan and grant applications are ranked and accepted; processing, reviewing, and ranking applications against programmatic criteria, including fiscal analysis; working with and through the Department's Online Grant Application system; feasibility report development; grant and loan administration; project planning and monitoring through implementation, and/or design development and construction; auditing and approving reimbursement requests; and developing analyses and reports for review from Supervisor for the Legislature, Governor, Boating and Waterways Commission, and upper management.</p>		
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.		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
40%	<p>In a learning capacity, analyze, evaluate, and review grant and loan applications, scoring manage grant-funded projects. Assist with the financial evaluation including performing analysis of borrower financial position, offered security, lien priority, and benefit cost ratios; budget and scope development ; project approval; design development; analysis and approval of consulting services agreements, construction plans, specifications, bid documents, and contracts; review and approval of completed grant/loan to ensure that state resources are used most effectively to meet the needs of the grantees/borrowers, program requirements, and according to guidance documents; regularly communicate verbally and in writing with internal and external stakeholders; create and maintain organized project files; report regularly to direct supervisor and collaborate with multidisciplinary teams including engineers, safety, education, accounting, and training staff.</p>	
25%	<p>Assist with analysis and recommendations for resolving the less complex technical issues that may arise through the implementation of grants and loans, policy changes or development, budget change proposals, and regulation development; maintain clear and consistent documentation of project, policy, system, and management progress; participate in budget, legislation, regulation, policy, process, and procedure preparation, and in administration and department drills.</p>	
15%	<p>Assist in the development and implementation of internal auditing and reporting systems to effectively monitor project progress; review, audit, and approve payments for reimbursement of</p>	

	loan, grant, and financial aid funding; perform site visits to observe project construction/grant implementation accompanied by a lead person, to verify and document progress, and monitor for program compliance; maintain clear and consistent history of funds, including appropriations, approvals, disbursements, and reversions. Communicate and coordinate with Department accounting and contracts personnel at all phases of project. Conduct periodic program-related trainings for funding recipients.	
10%	Prepare project feasibility reports which present the Division's research and analysis of the proposed project, need, economics, constructability, and recommended scope and funding to the Boating and Waterways Commission. As necessary, attend and make presentations at Boating and Waterways Commission meetings and project site tours and answer questions from Commissioners and the public.	
5%	Participate in boating and waterways-related projects, studies, reviews, and investigations; make presentations to management, stakeholders, and others. Participate in promoting Division programs as necessary.	
<b>MARGINAL FUNCTIONS:</b>		
<b>%</b>	<b>TASK/DUTIES</b>	
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.	
<b>TYPICAL WORKING CONDITIONS</b>		
Cubicle in a high-rise office building. Daily use of a personal computer and a variety of office software applications at a work station. Sit in a normal seated position for extended periods of time. Occasional overnight travel.		
<b>TELEWORK DESIGNATION:</b>		
This position is designated as Telework Eligible - Office Centered.		
<b>SPECIAL REQUIREMENTS:</b>		
Possession of a Class C driver's license is required.		
<p><b>The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.</b></p>		
<b>SUPERVISOR STATEMENT:</b>		
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 WITH A COPY OF THIS DUTY STATEMENT.		
<b>SUPERVISOR NAME (PRINT OR TYPE)</b>	<b>SUPERVISOR SIGNATURE</b>	<b>DATE</b>
Deborah Holmes		
<b>EMPLOYEE STATEMENT:</b>		
I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.		
<b>EMPLOYEE NAME (PRINT OR TYPE)</b>	<b>EMPLOYEE SIGNATURE</b>	<b>DATE</b>