



Classification: Analyst I  
 Position Number: 880-550-5157-069

**DUTY STATEMENT**

CURRENT       PROPOSED

<b>RPA Number:</b> 24-550-163	<b>Classification Title:</b> Analyst I	<b>Position Number:</b> 880-550-5157-069
<b>Incumbent Name:</b> Vacant	<b>Working Title:</b> Analyst I	<b>Effective Date:</b> TBD
<b>Tenure:</b> Permanent	<b>Time Base:</b> Full Time	<b>CBID:</b> R01
<b>Division/Office:</b> Division of Financial Assistance/ Administration/Operator Certification Branch		<b>Section/Unit:</b> Loans & Grants Admin Section I/ Disbursements Section/ Disbursements Unit I
<b>Supervisor's Name:</b> Stephanie Kwong		<b>Supervisor's Classification:</b> Supervisor I

<b>Human Resources Use Only:</b>	
<b>HR Analyst Approval:</b> Danielle Klemencic	<b>Date:</b> 4/29/2026

<b>General Statement</b>
Under the supervision of a Supervisor I and consistent with good customer service practices and the goals of the State and Regional Board's Strategic Plan, the Analyst I 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.
<b>Position Description</b>
The Analyst I performs a variety of analytical support tasks in a fast-paced, production, and cooperative environment.



<b>Essential Functions (Including percentage of time):</b>	
45%	<p><b><u>Disbursements</u></b>            Conduct basic analysis to identify expenditure needs to proactively support fund expenditure timelines, funding shifts and agreement amendment tracking. Monitor for disbursement/reimbursement submittals, retrieve, upload associated data into the Loans and Grants Tracking Systems (LGTS) and route the reimbursement request to the designated disbursement analyst.</p> <p>Analyze and review disbursement/reimbursement requests from recipients for federal and/or state (general, special, and bond) funded sources or programs. Ensure the requests meet federal and/or state requirements, policies, procedures, and audit criteria (validation of signature, documentation, eligibility) and carefully review for financial accuracy. Coordinate such reviews through the standard routing process. Complete disbursement/reimbursement request forms, LGTS and Financial Information System for California (Fi\$Cal) entries accurately. Route requests that meet guidelines and payment criteria through approval process and Accounting Office for payment. Reconcile project funding balances with LGTS and Accounting Office. Prepare documents for budgets and accounting to disencumber funds as necessary. Perform work assignments to ensure each is completed within timeframes set by division management or statute.</p>
15%	<p><b><u>Funding Agreements and Encumbrances</u></b>            Analyze, create, route, and amend funding agreements and encumbrances for federal and state-funded water quality improvements projects including review and integrate detailed scopes of work, line-item budgets, deliverable dates proposed, and enter project and funding data for encumbrances into the FI\$Cal to facilitate successful project completion. Develop 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. Analyze financial and funding data to ensure accuracy. Post and reconcile funding agreement and amendment data in the Loans and Grants Tracking System. Review agreement encumbrances for accuracy. Analyze loan repayment schedules for accuracy, technical errors, resolve discrepancies and make recommendations to management.</p>
15%	<p><b><u>Fiscal/Budget</u></b>            Track, analyze, and determine cash type needs for various federal and state (general, special, and bond) funded sources for encumbrances and expenditures. Coordinate with staff and control agencies to prepare responses to a variety of program related questions for the Division and on-going Budget Drills. Coordinate and gather cash projections, data and documents for future bond sales and provide annual expenditures by project for the state agencies. Assist with preparing Budget Concept Papers, Budget Change Proposals, and Finance Letters.</p>



5%	<p>Implement, recommend, create, enhance, and maintain procedures for process improvement and effectively track and monitor funding agreements, amendments, encumbrances, and disbursements through their development, routing, execution, and administrative close-out process.</p> <p>Oversee assigned file room and activities. Assist with internal and external audits. Perform internal audits of administrative files to ensure all requirements and special conditions have been met. Provide solutions to resolve any issues to management.</p> <p>Develop, generate, maintain, and monitor various tracking sheets and reports. Provide reports to staff and management.</p> <p>Coordinate and oversee the appropriate placement of information on the various programs' webpages. Review, analyze, and recommend changes to management regarding the website readability, public understanding, and educational worth. Work with the various program managers to ensure information contained on the website is up to date.</p> <p>Ensure compliance with federal and state requirements. Maintain current knowledge of policies, procedures and program-specific mandated requirements. Communicate and coordinate with Program staff, Accounting and Budget Offices, OCC, control agencies, and stakeholders as appropriate.</p>
----	---

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

5%	<p><b><u>Division Support</u></b></p> <p>Conduct pre-procurement review of Division intra-office requisition requests and acquiring the necessary approvals. Review and analyze procurement requests for Information Technology (IT) and Non-IT goods/services for the Division using ethics and good business practices. Request vendor quotes and review purchasing documents for accuracy and completeness and staying current with the State's purchasing guidelines and the State Water Board's purchasing policies and procedures.</p> <p>Organize and maintain the Division's supply area, maintain inventory, evaluate and project the Division's supply demands/trends to ensure adequate supply availability to Division staff at all times. Process supply orders and approve procurement invoices for the Division.</p> <p>Schedule ergonomic evaluations with Health and Safety for Division of Financial Assistance (DFA) employees. Review and reconcile DFA invoices for purchases, travel, and copy charges on printers. Assist the Division's IT liaison with managing and monitoring the Division's computer, printer, laptop, scanner, and software license procurements.</p>
----	---



5%	<p><b><u>Operator Certification</u></b></p> <p>Analyze, evaluate, and process the less complex examination, certification and/or renewal applications for compliance with established regulations. Interpret the less complex regulations to provide verbal and written responses to inquiries regarding requirements, deadlines, fees, notices, schedules, procedures, and complaints concerning denial of request. Guide applicants to bring inadequate applications into compliance.</p> <p>Upon receipt of request, provide utilities with listing of certified operators for recruitment purposes. Process daily deposit and provide to Accounting Office. Coordinate with computer-based testing contractor to update vendor and internal eligibility files, input operator examination results into database.</p>
5%	<p><b><u>Public Records Act/Records Retention Coordinator</u></b></p> <p>Act as a Public Records Act (PRA) Coordinator. Identify sensitive and high-profile PRAs that require additional coordination. Independently research, review, assess, and develop responses to public records inquiries in a timely manner in accordance with mandated timeframes set by law. Provide complete and accurate information in writing and advise the inquiring parties of the policies and procedures to access the records. Research, analyze and determine confidential records that are not accessible unless specifically subpoenaed by a court of law. Coordinate with legal counsel and comply with any restraints imposed from subpoenas for documents. Oversee and provide technical and analytical assistance to staff helping to fulfill PRA requests. Create, maintain, and update PRA related processes and procedures.</p> <p>Serve as a Records Retention Coordinator for the Division to ensure compliance with State guidelines and departmental policies. Ensure the records retention schedule is current and accurate. Ensure all documentation is accessible for audits and control agency review and conforms to State Water Board Records Retention Policy.</p>
5%	Perform other duties as required.

<b>Typical Physical Conditions/Demands:</b>	<p>The job requires extensive use of a personal computer and the ability to sit/stand at a desk, utilize a phone and a keyboard for extended periods of time. Ability to lift 15 pounds, bend and reach above shoulders to retrieve files and/or documents, work in inclement weather and travel in a vehicle or other mode of transportation for up to ten hours. Occasionally, navigate uneven, rugged terrain for extended periods of time, in extreme temperatures throughout the workday, carry more than 20 pounds, standing/sitting for long periods of time, etc.</p>
<b>Typical Working Conditions:</b>	



Classification: Analyst I  
 Position Number: 880-550-5157-069

The incumbent works in a high-rise officed building. The work schedule is Monday through Friday. Telework and hybrid workspace options may be available based on operational needs.

**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