



## DUTY STATEMENT

<b>DIVISION</b>	<b>CLASSIFICATION</b>	<b>POSITION NUMBER (Agency-Unit-Class-Serial)</b>
San Joaquin River Conservancy	Analyst III	365-100-5402-XXX
<b>DISTRICT/HQ SECTION</b>	<b>WORKING TITLE</b>	<b>CBID</b>
San Joaquin River Conservancy	Budgets and Grants Analyst	R01
<b>SECTOR/HQ UNIT</b>	<b>REPORTING LOCATION</b>	<b>INCUMBENT</b>
Administration	Fresno, CA	
<b>STATE HOUSING: (Check one)</b>		<b>IMMEDIATE SUPERVISOR</b>
<input type="checkbox"/> Housing is required <input type="checkbox"/> Housing may be required <input checked="" type="checkbox"/> Housing is not available		Supervisor I
<b>SENSITIVE POSITION DESIGNATION: (Check if applicable)</b>		
<input type="checkbox"/> Sensitive Position as designated by the Department per <a href="#">California Code of Regulation (CCR) 599.961</a>		
<b>POSITION DESCRIPTION</b>		
<p>This position works under the direct supervision of the Chief of Administration. The position is located in Fresno, CA.</p> <p>Under general direction, the incumbent will perform the most complex, critical, and specialized functions including: interdisciplinary governmental, financial, and analytical assignments, including the preparation of studies, reports, and plans; assists with procurement, contract review, and purchasing; and will ensure the development of procedures, policies, programs, and project alternatives. This position manages the Conservancy’s budget, bond, and grant programs, including complex invoice and fund tracking, cash flow forecasting, reporting, and compliance with State bond accountability and grant regulations. Serves as clerk to the governing board, preparing staff reports, producing agenda packets, preparing minutes for board meetings, and preparing other documents related to the board.</p>		
<b>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.</b>		
<b>ESSENTIAL FUNCTIONS:</b>		
<b>%</b>	<b>TASK/DUTIES</b>	
<b>40%</b>	<p><b>Bond and Grant Management</b>          Prepares grant guidelines, grant submission documentation, and compliance protocols for solicitation of Conservancy grant programs. Evaluates proposals, negotiates, develops, and manages grant and/or contract agreements; maintains cooperation and collaboration with grant recipients. Negotiates all terms and conditions for project planning, design, implementation, and management activities based on the best available science. Ensures project actions are compliant with the CEQA and other environmental requirements. Prepares, analyzes, and reviews technical reports, regulatory language, memoranda, newsletters, contracts, and grant agreements, and other written materials in support of grant programs administered by the Conservancy. Reviews Conservancy regulations, guidelines, and supports the development of RFPs/Program Announcements released by the Conservancy. Prepares, analyzes, and reviews data in Excel spreadsheets (or other data platforms), to assess grant program progress and outcomes for the office. Develops and prepares proposals and recommendations for approval by the Board; leads interdisciplinary teams to develop maps and other required supporting information for Board proposals and staff reports; provide technical assistance to prospective grantees, and provide grant management, oversight and compliance.</p> <p>As needed, involved in the application for external grants to further the Conservancy’s mission and expand funding opportunities for priority projects.</p>	

<b>30%</b>	<b>Budget Oversight and Fiscal Management</b> Provides comprehensive oversight of financial planning and management activities to ensure fiscal accountability and alignment with program goals, including developing and allocating budgets for various programs and projects, tracking expenditures, and maintaining accurate and up-to-date financial records. Collects and analyzes financial data to support decision-making and reporting requirements. Prepares reports to monitor budget performance, identify variances, and ensure compliance with funding guidelines and agency policies. Oversees the timely and accurate processing of invoices, ensuring expenditures are properly documented and reconciled. including reviewing and evaluating requests for the use of carry-over funds, ensuring alignment with contractual obligations, budgetary constraints, transparency, optimization of resource utilization, and support of the successful implementation of Conservancy-funded initiatives.
<b>15%</b>	<b>Public Information</b> Communicates the Conservancy's mission, objectives, policies, and accomplishments to the general public; develops publications, handouts, brochures, displays, and presentations; makes public presentations and participates in community advisory groups; plans and participates in public involvement events, including hearings and other public meetings; prepares press releases, fact sheets, interpretive and informational signs, and other public information; responds to public inquiries.
<b>10%</b>	<b>Board Support Services</b> Develops and prepares proposals and recommendations for approval by the Board; leads interdisciplinary teams to develop maps and other required supporting information for Board proposals and staff reports; produces and disseminates Board packets including meeting minutes as required per the Bagley-Keene Act; ensures proper records management of all Board related materials; coordinates board compliance with Fair Political Practices Commission requirements.
<b>MARGINAL FUNCTIONS:</b>	
<b>%</b>	<b>TASK/DUTIES</b>
<b>5%</b>	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>	
Primarily in an office environment. The incumbent would work in a climate-controlled office under artificial lighting and may be required to sit for extended periods using a keyboard, mouse, and video terminal display. The employee is occasionally required to work outdoors, which may be characterized by difficult accessibility, rough terrain, exposure to vectors and allergens, and hot, cold, or wet conditions. This position is designated as telework eligible-remote centered. The incumbent will be required to report to their assigned office a minimum of two (2) days per week, and as requested for operational needs.	
<b>TELEWORK DESIGNATION</b>	
<b>This position is designated as: (Check one)</b>	
<input type="checkbox"/> Telework Eligible – Office Centered <input checked="" type="checkbox"/> Telework Eligible – Remote Centered <input type="checkbox"/> Not Telework Eligible	
<b>SPECIAL REQUIREMENTS:</b>	
A California driver's license and defensive drivers training are required to attend meetings and field activities.	

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.

**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 WITH A COPY OF THIS DUTY STATEMENT.

<b>SUPERVISOR NAME (PRINT OR TYPE)</b>	<b>SUPERVISOR SIGNATURE</b>	<b>DATE</b>

**EMPLOYEE STATEMENT:** 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>