



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Boating and Waterways	Park and Recreation Specialist	549-709-1068-003
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Grants and Loans	PRS	R01
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Loans, Grants, and Financial Services Awarding		
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
<input type="checkbox"/> Housing is required <input type="checkbox"/> Housing may be required <input checked="" type="checkbox"/> Housing is not available		Supervisor I
SENSITIVE POSITION DESIGNATION: (Check if applicable)		
<input type="checkbox"/> Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
<p>Under close supervision of the Boating Grants and Loans Unit Supervisor I, the Park and Recreation Specialist performs a variety of analytical and administrative support functions which include preparing grant agreements, contracts, and correspondence, updating tracking systems, working in Fi\$Cal, updating online grant software programs and webpages, and scoring grant applications.</p>		
<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.</p>		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
35%	Prepares and disseminates grant and loan agreements and amendments in compliance with State and federal policies, rules, procedures, and regulations. Proactively tracks grant and loan funding availability, expiration, payments, and routing progress. Works in and with the Unit's online grant application system for retrieving information, tracking, grant correspondence, and issuance. Acts as the Unit's Fi\$Cal expert and creates purchase orders for grant and loan agreements and reimbursement vouchers for payment. Creates and maintains Unit databases and coordinates with department staff to ensure accurate and consistent loan and grant data are provided for accounting, budgeting, management reports, drills and other data analysis purposes. Works with the Department's accounting and budget offices to facilitate Cooperative Work Agreement funding extensions from the Department of Finance in Fi\$Cal. Maintains, updates, and records changes to grant and loan agreement templates and agreement logs. Documents and implements contract policy changes issued by the Department and/or Department of General Services (DGS). Works with DGS for agreement approval, when necessary. Assists with meeting Unit deadlines for encumbrance, reimbursement, and end of fiscal year activities.	
30%	Provides analytical support for senior level analysts including Completed Staff Work, document editing, correspondence composition, and grant/loan agreement template revisions. Assists with the Unit's grant and loan application evaluation, review, and scoring processes. Assists in reimbursement request evaluations and recommendations. Responsible for facilitating the Unit's compliance to Public Records Act requests and public inquiries and/or forwards to appropriate staff. Assists in preparing documents, data, and history for Department drills and reports. Provides functional guidance for less experienced employees assisting the Unit, such as park aides, seasonal workers, volunteers, and student assistants. Assists Unit with logistics and coordination of training events.	

20%	Manages the Unit's hard copy and electronic files, databases, spreadsheets, and works with the Department's Central Records office to maintain, archive, and retrieve records when necessary. Creates and maintains an organized system for future reference.	
10%	Facilitates and prepares staff training requests, check orders, orders all special request office items for the unit using purchase orders. Maintains unit office supply inventory. Provides all documents necessary for purchasing, printing, Prison Industry Authority, and other requests. Assists administrative unit with compiling Boating and Waterways Commission booklets, archiving, meeting preparation, and facilitation. As necessary, attends Boating and Waterways Commission meetings, other Division events and/or meetings, and project location site visits.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
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.	
TYPICAL WORKING CONDITIONS		
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.		
TELEWORK DESIGNATION		
This position is designated as: (Check one)		
<input checked="" type="checkbox"/> Telework Eligible – Office Centered <input type="checkbox"/> Telework Eligible – Remote Centered <input type="checkbox"/> Not Telework Eligible		
SPECIAL REQUIREMENTS:		
Possession of a valid class C driver's license is required.		
<p>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.</p>		
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.		
SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE
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.		
EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE