

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current☒ Proposed

RPA NUMBER 30917	DGS DIVISION / OFFICE or CLIENT AGENCY Sacramento-San Joaquin Delta Conservancy	
UNIT NAME Administration	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) 1450 Halyard Dr. Suite 6, West Sacramento, CA, 95691	
CIVIL SERVICE CLASSIFICATION Analyst II	POSITION NUMBER 531-100-5393-003	CBID R01
POSITION ELIGIBLE FOR TELEWORK: ☒ Yes ☐ No	PROBATIONARY PERIOD ☐ 6 Months ☒ 12 Months ☐ N/A	WORK WEEK GROUP 2
WORK SCHEDULE (DAYS / HOURS) Monday-Friday/ 0700 to 1830 (flex)	TENURE Permanent	
WORKING TITLE CONTRACT & GRANT ANALYST AND BOARD LIAISON	TIMEBASE Full-time	
DESIGNATED POSITION FOR CONFLICT OF INTEREST (COI): ☒ Yes ☐ No	BILINGUAL POSITION: ☐ Yes ☒ No LANGUAGE NEEDED: ☒ Verbal ☒ Written Proficiency language in: <u>English</u>	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

CORE VALUES / MISSION☐ Rank and File☐ Supervisor☐ Specialist☐ Office of Administrative Hearings☒ Client Agency

Working collaboratively and in coordination with local communities, the Sacramento-San Joaquin Delta Conservancy (Conservancy) leads efforts to protect, enhance, and restore the Delta's economy, agriculture and working landscapes, and environment, for the benefit of the Delta region, its local communities, and the citizens of California. The Conservancy's values include transparency, integrity, equity, adaptability, and collaboration.

The Delta Conservancy's Guiding Principles are the following:

- Acts in collaboration with the communities of the Delta and Suisun Marsh to implement multi-benefit initiatives.
- Operates with integrity in a transparent and accessible manner.
- Supports efforts that advance both environmental protection and economic well-being of the Delta in a complementary manner.
- Uses best available science.
- Recognizes and values the unique nature of the history, culture, communities, and ecosystems of the Delta and Suisun Marsh.
- Believes that access to natural resources, the benefits of ecological health, and the advantages of economic growth should be equitably distributed and accessible for all.
- Is committed to creating an inclusive workplace that promotes and values diversity.

POSITION CONCEPT

Under the direction of the Supervisor I, the Analyst II independently performs complex analytical work in the areas of contracts and grants and Board Liaison for the Sacramento-San Joaquin Delta Conservancy (Conservancy); develops and remediates accessible digital content; assists with departmental communications; works on special projects; and serves as the backup to the Chief Information Officer (CIO) utilizing knowledge of the State Contracting Manual (SCM), State Administrative Manual (SAM), Financial Information System for California (FI\$Cal), the Agency Bond Consolidated Reporting System (ABCRS), and applicable laws, rules, and regulations.

☐ Medical Clearance☐ Background Clearance☐ Typing☐ DMV Pull Notice☐ Drug Testing**SPECIAL REQUIREMENTS**☐ Vehicle Home Storage Permit☐ Driver's License and Class (specify below in Description)☐ Certificate (specify below in Description)☐ Professional License (specify below in Description)☐ Other (specify below in Description)**Telework**

The employee must reside in California.

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PERCENTAGE	DESCRIPTION
40%	GRANT ADMINISTRATION Administers grants received by the Conservancy by executing and amending agreements; analyzing grant documents to determine that appropriate language, provisions, and requirements are included; evaluating expenditures and progress; maintaining and forecasting budget and in-kind contributions through completion of agreements; preparing and reviewing payment requests; assisting program staff with federal grant reporting; monitoring expenditures in ABCRS for state bond grants; and working with program staff, the Conservancy's general council, Department of General Services (DGS) Contracted Fiscal Services (CFS), and grant/bond managers, in order to execute all grants to ensure agreements remain within the scope, budget and timelines in accordance with state, bond, federal, or other funder provisions and Conservancy policy and Guidelines.
20%	CONTRACT DEVELOPMENT & ADMINISTRATION Administers contracts by developing, executing and amending agreements; preparing and analyzing solicitation, contract, and fiscal documents; evaluating expenditures and progress; overseeing contractor performance; preparing and reviewing invoices; and collaborating with program staff, the DGS' Office of Legal Services and CFS and other controlling agencies, in order to effectively manage contracts and interagency agreements for goods and services to ensure work is completed within the scope, budget, and timelines in accordance with the SCM, SAM, FISCal, and Conservancy policies and guidelines.
20%	BOARD LIAISON Serves as the Conservancy's Board Liaison by facilitating board and subcommittee meetings; creating and reviewing reports and other materials; and managing aspects of organizing and conducting meetings, in order to facilitate effective Board oversight of Conservancy activities to ensure compliance with mandates such as those of the Fair Political Practices Commission, the Bagley-Keene Open Meeting Act, and other mandates related to ethics, reporting, information disclosure, and public meetings.
10%	SPECIAL PROJECTS Manages special projects related to Conservancy initiatives by reviewing, researching, analyzing, and acting on a variety of complex reports, documents, and correspondence pertaining to State programs; providing ad hoc and various analytical reports and information to other state agencies; and attending meetings with other state, federal, and local agencies and stakeholders to share information and make presentations, in order to produce comprehensive reports and other documents for Conservancy staff and Board to ensure work is completed in accordance with Conservancy policies and guidelines. Performs other duties as required.
5%	INFORMATION TECHNOLOGY Provides assistance to the Conservancy's CIO by preparing templates and guidelines; reviewing and remediating public-facing documents, forms, and website content utilizing software and tools such as color contrast and readability analysis tools, screen readers, and Microsoft Office and Adobe software; providing backup in updating and maintaining information technology (IT) policies; facilitating the creation of databases and other systems; developing and providing training to staff; and attending meetings in order to deliver general IT support to facilitate the work of Conservancy employees to ensure IT related mandates are met in accordance with website and document accessibility requirements of the Americans with Disability Act (ADA), Section 508 of the U.S.

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PERCENTAGE	DESCRIPTION
	Rehabilitation Act of 1973, and the California Government Code 11546.7 and 11135.
5%	COMMUNICATIONS Provides assistance to the Conservancy's communication lead by helping manage social media accounts and profiles; maintaining the Conservancy's web page using Word Press or the services of Department of Water Resources IT staff; confirming that information posted or disseminated meets accessibility standards and fair-use and copyright guidelines; and providing assistance to staff in writing, editing, and preparing documents and informational materials, in order to provide effective outreach and education to Conservancy stakeholders to ensure compliance with the Natural Resources Agency and Conservancy procedures and policies and ADA mandate.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS☒ Travel (Specify the percentage in the travel box below)Travel 5 % of the time to various locations and may include overnight travel by various methods of transportation.**SUPERVISION RECEIVED**

The Analyst II is supervised by the Administration Supervisor (Supervisor I), but may also receive assignments from the Administration Manager (Supervisor II) and Executive Staff.

ATTENDANCE

Incumbent must maintain acceptable, consistent, and predictable attendance as determined at the Conservancy's sole discretion. Must be regularly available and willing to work the hours the Conservancy determines are desirable to meet its business needs.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

All Conservancy employees are expected to work cooperatively and conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work-related activities, and anytime they represent the Conservancy. Additionally, all Conservancy employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, bullying, inappropriate conduct, and retaliation.

WORK ENVIRONMENT

The duties of this position are performed primarily indoors. The incumbent's workstation is equipped with standard or ergonomic office equipment, as appropriate. Prolonged sitting or standing, and use of telephone, personal computer, multi-function printer, and computer programs (such as, but not limited to Microsoft Office Suite, Microsoft Teams, Zoom, Adobe Acrobat, ABCRS, and RAPTR) are required. Travel is required up to 5 percent of the time (including driving or riding in a vehicle); incumbent may be required to work outdoors, occasionally moving across uneven terrain and working in inclement weather, when required to participate in activities such as site visits, tours, or events.

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This position is eligible for telework. The alternate work location and specific working schedule must be documented on an approved Telework Agreement. All Telework Agreements are developed under and subject to the conditions and criteria established by the Delta Conservancy Telework Policy.

Duties of this position are subject to change and may be revised as needed or required.

DESIRABLE QUALIFICATIONS**SKILLS:**

- Clear and effective written and verbal communication skills.
- High degree of organization and strong attention to detail.
- Strong ability to efficiently switch between tasks.
- Reliable capability to independently prioritize tasks and meet deadlines.
- Effective contributor to and collaborator with multidisciplinary teams.

EXPERIENCE:

- Administering grants and/or contracts and knowledge of state contracting requirements.
- Using FISCAL (Financial Information System for California), Agency Bonds Consolidated Reporting System (ABCRS) and Resources Agency Project Tracking and Reporting (RAPTR) System.
- Developing and remediating accessible digital documents, forms, and website content.
- Preparing, reviewing, researching, analyzing, and acting on a variety of complex reports, documents, and correspondences.
- Managing, updating, and drafting procedures.
- Working with other state, federal, and local agencies, and various stakeholders.
- Managing social media platforms.
- Managing web pages using Word Press.
- Using Microsoft Office Suite products such as Excel, Word, PowerPoint, Outlook, Teams, and SharePoint.
- Acting as an information technology liaison and Information Officer.

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

I have discussed these duties with my supervisor and have received a copy of the duty statement. I have read and understand the duties and essential functions listed above and I am able to complete the essential functions with or without a reasonable accommodation. (If you believe you need a reasonable accommodation or you are unsure if you need a reasonable accommodation, please inform the hiring manager and contact the Reasonable Accommodation Unit at reasonableaccommodation@dgs.ca.gov)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED
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I have discussed the duties of the position with the employee and certify the duty statement represents an accurate description of the essential functions of the position. I have provided the employee with a copy of this duty statement.

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED
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C & P APPROVED BY	DATE SIGNED
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