

DUTY STATEMENT☒ **CURRENT**☐ **PROPOSED**

RPA Number: HRC0001296	Classification/CBID: Analyst II / R01	Position Number: 810-281-5393-702
Incumbent Name:	Working Title:	Effective Date:
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Program/Division: Site Mitigation and Restoration Program	Branch/Section/Unit: Program Administrative Support Branch	Reporting Location: Cal Center
Supervisor's Name: Wei Hsieh	Supervisor's Classification: Supervisor I	Position Telework Eligible: ☒ YES ☐ NO
Confidential Designation: ☐ YES ☒ NO	Designated Position for COI: ☒ YES ☐ NO	Position Designated Bilingual: ☐ YES ☒ NO
Supervision Exercised: ☒ None ☐ Lead ☐ Managerial ☐ Supervisory		

General Statement

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and adhere to department policies and procedures regarding attendance, leave, and conduct.

Equity Statement

The Department of Toxic Substances Control (DTSC) values diversity, equity, and inclusion throughout the organization. We foster an environment where employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. We believe the diversity of our employees is essential to inspiring innovative solutions. Together we further our mission to protect California's people and environment from harmful effects of toxic substances by restoring contaminated resources, enforcing hazardous waste laws, reducing hazardous waste generation, and encouraging the manufacture of chemically safer products.

Position Description

Under the direction of the Supervisor I (Unit Chief) in the Program Administrative Support Branch, the Analyst II independently serves as the primary staff in more responsible, varied, and more complex technical analytical staff services assignments. Specific duties include, but are not limited to:

Essential Functions (Including percentage of time):

35%	Federal and State Grants Development and Administration Independently administers the urban Cleanup Loans and Environmental Assistance to Neighborhoods (CLEAN) Loan Program, Investigating Site Contamination Program (ISCP), and Superfund grants such as Multi-Site Cooperative Agreement (MSCA), Preliminary Assessment/Site Inspection (PA/SI), and site-specific Superfund grants, the Department of
------------	--

	Energy's Laboratory for Energy-Related Health Research (LEHR) and Lawrence Livermore National Laboratory (LLNL) grants and state-funded grants, tracks and administers state-level grants, such as Site Cleanup Subaccount Program (SCAP) and Proposition 1 (Prop 1) grant expenditure and reimbursement activities. Coordinates special terms and conditions analysis that federal and state administration staff propose and makes recommendations to management. Monitors grant expenditures and projects to avoid overspending. Prepares and coordinates federal quarterly and annual reports for various federal agencies, including the U.S. Environmental Protection Agency (USEPA), the Department of Energy (DOE), and the Office of Management and Budget (OMB). Prepares Environmental Protection Agency (EPA) Superfund grant and Department of Energy Grant application packages. Submits EPA grant packages via Grants.gov database and monitors EPA Grants mailbox. Send new applications to State Clearinghouse to approve.
35%	<u>Financial/Analytical</u> Independently serves as liaison between the Site Mitigation and Restoration Program (SMRP) and the Financial Planning and Contracting Services Units regarding grant fiscal and contractual issues. Coordinates with the Budget Office to develop annual grant expenditure estimates to include in the Governor's Budget. Monitors grant expenditures to ensure that they comply with the program requirements or terms and conditions. Develops and monitors complex coding mechanisms to ensure proper fund expenditure classification and to ensure budget levels are sufficient to meet program objectives. Identifies expenditures that are prohibited under grant guidelines and ensures such costs are not reimbursed. Works with Legal Counsel and Accounting to respond to requests for information from legislature, CalEPA, control agencies, the Governor's Office, or auditors and communicates analytical findings to technical staff, including past due loan payments and recommends corrective action(s).
20%	<u>Loan Program</u> Serves as the official CLEAN and ISCP loan committee organizer and record-keeper. Attends and participates in various loan meetings and prepares and maintains documents. Drafts all loan agreements in accordance with the loan requirements and program policies and procedures, documents all committee actions, and develops related formal correspondence/communication in consultation with Supervisor II (CLEAN/ISCP Loan Program Manager), technical project managers, underwriters, private developers, local governmental entities, and nonprofit organizations. Works with Accounting and Legal Counsel to track borrower repayment and draft letters or assess penalty interest for late payments. Drafts mandated legislative reports according to the specific legislative report's requirements. CLEAN is prepared annually in years with program activity, while other reports—such as those documenting approvals or denials—are produced sporadically whenever official actions occur. These reporting obligations stem from their authorizing statutes. Although responsibility for most legislative reports rotates among staff, this analyst consistently handles the CLEAN and ISCP reports and occasionally prepares others like the SRA or NPL report.
5%	<u>Administrative Duties</u> Performs administrative duties including, but not limited to adherence to DTSC policies, rules and procedures; prepares and submits administrative requests including leave, overtime travel and training in a timely and appropriate manner; accurately reports time in the Daily Log system; and submits accurate timesheets for approvals by the due date.
Marginal Functions (Including percentage of time):	
5%	<u>Other Related Duties</u> Coordinates and participates in meetings, hearings, and workshops, and prepares and maintains documentation for said meetings. Performs other special projects, such as performance measure data reports/summaries, presentations, and issue memos, as assigned. Other related duties as assigned.
Typical Physical Conditions/Demands:	
The work typically requires sitting for prolonged periods while reading, writing, typing, and participating in meetings. The job requires extensive use of a personal computer and the ability to sit/stand at a desk,	

utilize a phone, and type on a keyboard for extended periods of time. It may be required to stand, bend, squat, reach, grasp and pick up items consistent with office work.

Typical Working Conditions:

Works in multi-story buildings, in a cubicle office setting using a variety of office equipment, e.g., computers, telephones, copiers, etc., with artificial light and temperature control, and attends meetings in similar settings. On an as-needed basis, work outside normal work hours, including evenings and weekends, may be required. A telework schedule may be available (the incumbent will be expected to be available through various platforms throughout the day to communicate on work related activities). The work schedule is Monday through Friday. Travel may be required locally and within the State. If travel is required, it will be by commercial carrier or auto, whichever method is in the best interest of the State. This position will have daily contact with DTSC staff, external state, and federal agencies, and local government representatives, and the public either in person, via email/telephone, or videoconferencing.

Special Requirements of Position (Check all that apply):

- ☐ Duties performed may require pre-employment and/ or routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.).
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Performs other duties requiring high physical demand. (Explain below)
- ☐ Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles.
- ☒ Other (Explain below)

Explanation:

Knowledge and ability to use database programs such as Microsoft Access. Proficiency with Microsoft Office Suite programs, i.e., Excel, PowerPoint, Word; ability to research, analyze, and interpret data to assist the Supervisor I and staff in project tracking and reporting; strong writing and editing skills, and the ability to present ideas, develop solutions, and effectively communicate information verbally, graphically and in writing; ability to develop and maintain collaborative working relationships with management, staff and clients; ability to complete assigned work and review for accuracy; and the ability to maintain confidential data. This position also handles sensitive and confidential materials/matters.

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	Supervisor Signature	Date

Employee Statement

I have discussed these duties with my supervisor and have been provided with a copy of this duty statement. I certify I have read, understand, and can perform the duties of this position either with or without reasonable accommodation*.

**Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity. (If you believe reasonable accommodation is necessary, check yes. If unsure of the need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

Do you need reasonable accommodation to perform the essential functions of this position?		☐ YES	☐ NO
Employee Name	Employee Signature	Date	

HUMAN RESOURCES BRANCH USE ONLY:

- ☒ Duties meet class specifications and allocation guidelines.
☐ Exceptional allocation, STD 625 on file.

Analyst initials: ke Date Approved: 8/5/2026

Revision Date (if applicable): Click or tap to enter a date.