



DUTY STATEMENT

☐ CURRENT

☒ PROPOSED

RPA Number: 26-025	Classification Title: Program Technician II	Position Number: 835-514-9928-001
Incumbent Name:	Working Title: Program Tech II	Effective Date:
Tenure: Permanent	Time Base: Full time	Intermittent Hours Per Month:
Division/Office: DICE/FiRM	Section/Unit: Section C/Unit 5	Reporting Location: 1001 I street, Sacramento, Ca 95812
Supervisor's Name: Andrea Smith	Supervisor's Classification: Supervisor I	CBID: R04
Confidential Designation: ☐ YES ☒ NO	Designated Position for Conflict of Interest: ☒ YES ☐ NO	Position Telework Eligible: ☒ YES ☐ NO
Supervision Exercised: ☒ None ☐ Lead ☐ Managerial ☐ Supervisory		

Human Resources Use Only:

HR Analyst Approval:

Date:

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.



Incumbent:
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Position Description:

Under close supervision of the Supervisor I, the Program Technician II will provide assistance and support with administration of various grant programs (including but not limited to Used Oil, Household Hazardous Waste, SB 1383 Local Assistance, Local Enforcement Agency, Local Government Waste Tire Enforcement, Waste Tire Amnesty, Waste Tire Cleanup, Local Conservation Corps, Beverage Container Recycling, Tires) within the Financial Resources Management Branch. The position will assist with the review and processing of forms, files, etc., associated with the Department's grant programs. This position requires participation in the DMV Employer Pull Notice Program; this position requires travel in accordance with the duties outlined.

Essential Functions (including percentage of time):

- 45 % Assist staff with tracking, transmittal and initial review of payment requests for accuracy and completeness. Assist Grant Managers with the initial review of assigned grant documents, downloading and organizing invoice documents, inserting proper naming conventions for files, tracking invoice review and approval status, transmittal of invoices to accounting and tracking dates accounting processes the transactions, reviewing progress reports and final reports for completeness and content, and support close out of grants. Assist with reviewing and compiling Local Conservation Corps (LCC) Advance packages. Conduct semi-annual reconciliation review of grant program budget documents, GMS and accounting logs. Respond to less complex grant-related questions from applicants and/or grantees. Assist with the development of evaluation reports including aggregating data from grantee progress reports for analysis by grant managers. Enter new grant solicitation and post award information into the California Grants Portal when required. Organize and maintain program files to support audits and to ensure compliance with grant terms and conditions.
- 35 % Assist with data input and research using various databases (i.e., Grant Management System, Waste Tire Management System, Covered Electronic Waste Information System). Retrieve data from grant files and enter the information into spreadsheets, as assigned. Assist grant managers with tracking grantee data and compliance status related to specific grant agreement elements (i.e., audits, insurance certificates, submittal of accruals, etc.). Review grant applications for completeness. Review and update staff-created documents for ADA compliance. Create and update SharePoint sites and/or Microsoft Teams Channels for each grant and payment program, including program workflow timelines identifying tasks and due dates.
- 15 % Assist staff with maintaining and updating grant program materials, supplies and equipment, processing grant agreements and related attachments/forms. Work with cycle leads to track distribution and execution of grant agreements, and related attachments/forms. Help to prepare and organize digital grant folders on the shared drive and MS Teams. Support grant managers with preparation for site visits and attend site visits as directed by supervisor. Coordinate reservations for IT-related equipment. Assist with or lead special projects as assigned by the supervisor.



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Marginal Functions (Including a percentage of the time):

- 05 % Provide support during webinars, meetings, workshops, and conferences/symposiums (e.g. preparing meeting agenda, coordinate/reserve meeting rooms, taking meeting notes and maintaining a digital file, sending meeting materials to participants, and participation in presentations). Provide phone/mail/e-mail/etc. coverage, when appropriate. Assist with the development and review of stakeholder surveys. Assist with site visits, which requires the incumbent to drive for state business.

Typical Physical Conditions/Demands:

The job requires extensive use of a personal computer and the ability to sit/stand at a desk, utilize communication and collaboration platforms that facilitate virtual meetings, video conferencing, phone calls and online chat, and type on a keyboard for extended periods. Ability to lift 15 pounds, bend and reach above shoulders to retrieve files and/or documents.

Typical Working Conditions:

The incumbent works on the 10th floor of a high-rise office building in downtown Sacramento, in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Mandatory overtime, including evening and weekend work may be necessary during the year end closing process or when the department is mission tasked.

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:



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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 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*.

**A 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 a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

Employee Name	Employee Signature	Date