

DUTY STATEMENT

DFW 242A (REV. 07/18/22)

☐ **CURRENT****Department Statement:**

California is one of the most biodiverse places on the planet. As such, the Department of Fish and Wildlife (CDFW) values diverse employees working together to protect nature for all Californians. CDFW is committed to fostering an inclusive work environment where all backgrounds, cultures, and personal experiences can thrive and connect others to our critical mission.

INSTRUCTIONS: A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242	EFFECTIVE DATE
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DFW DIVISION/BRANCH/REGION/OFFICE ADMIN/ BUSINESS MANAGEMENT BRANCH	POSITION NUMBER (Agency-Unit-Class-Serial) 565-010-5393-811
UNIT NAME AND LOCATION State Owned Property and Payable Grants Unit – Sacramento	CLASS TITLE Analyst II
INCUMBENT VACANT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-010-5393-811
BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under direction of the Supervisor I, State Owned Property and Payable Grants Unit, the incumbent performs complex technical and analytical work in the areas of Payable Grants, State-Owned Housing, and Land Use Agreements. The incumbent is expected to work in a team-oriented environment and independently, making sound decisions, appropriately document rationale for decisions, and maintain good communication with the management team, keeping them informed and up to date on all pertinent issues.	

PERCENTAGE OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST. (USE THE REVERSE SIDE IF NECESSARY.)
45%	<u>Payable Grants</u> Work in both a team-oriented environment and independently, collaborating with program staff on an ongoing basis to resolve payable grants issues, providing guidance and recommendations to management and program staff throughout the grant administration process. Review and analyze complex payable grants and amendments to ensure completeness, accuracy, adherence and compliance with applicable administrative and fiscal policies, regulations, laws and departmental policies and procedures. Develop recommendations for revisions to policies, procedures, and business processes based on program analysis, regulatory changes, and operational needs. Present recommendations for management and executive review and implement approved changes. Develop, organize, and maintain electronic filing system for payable grants, correspondence, records management to ensure program documentation is accurate, accessible, and maintained in accordance with departmental records management requirements. Develop and maintain new grants, grant amendment templates and annual reviews of payable grants, forms and guidance materials; updating and analyzing applicable statutes, regulations, and funding requirements to verify appropriate authorizing authority for awarding grant funds; evaluate grant budgets for consistency, accuracy, funding availability, and compliance with program requirements; and analyze reporting requirements to ensure alignment with grant terms, funding constraints, legislation, government codes, departmental policies and best practices. Provide recommendations to resolve discrepancies and improve grant administration processes. Develop training materials for annual trainings, evaluating opportunities and ensure compliance with applicable laws, regulations, policies, and program requirements. Develop and implement revisions as necessary to improve consistency, efficiency, and program administration. Develop training materials and provide program expertise by planning, coordinating, and delivering formal and informal statewide training to CDFW program and field staff, both in person and virtually. Provide guidance and technical

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	assistance regarding grant policies, procedures, and requirements through presentations, workshops, and one-on-one consultation. Training may include auditorium-style presentations for large audiences as well as interactive virtual sessions and/or conducting presentations for the CDFW leadership team (including Executive Management).
35%	<u>State-Owned Housing</u> Work with regional staff to administer the statewide State-Owned Housing (SOH) program, provide program guidance, and resolve program-related issues and inquiries. Develop, implement, and evaluate SOH policies, procedures, guidance, and best practices. Remain current on applicable laws, regulations, bargaining unit agreements, administrative policies, and departmental requirements; assess their impact on program operations; identify opportunities for improvement; and develop recommendations for management. Coordinate with Labor Relations and OGC, as appropriate, on issues requiring legal or labor-related review, and implement approved changes. Develop and deliver statewide SOH training and program guidance to CDFW program and field staff, both in person and virtually. Develop and maintain training materials and resources and serve as a subject matter expert by providing guidance on CalHR requirements, procedures, and compliance. Review and analyze SOH Employee Housing Rental Agreements (DFW Form 215) and related documentation to ensure compliance with applicable bargaining unit agreements, conditions of employment, administrative policies, regulations, and program requirements. Evaluate agreement language during renewal cycles, identify discrepancies or potential issues. Quarterly audits to analyze statewide SOH rental and occupancy information. Reconcile payroll rent information across programs and identify discrepancies, research and resolve issues with regional staff and Accounting Services Branch, and ensure information used for program administration and reporting is accurate and current. Coordinate statewide SOH five-year fair market rental appraisal activities, or specific regional requests for individual appraisals, with the Department of General Services (DGS), including tracking appraisal schedules, coordinating inspections and meetings, reviewing appraisal documentation, identifying issues requiring follow-up, and maintaining current appraisal information. Administer the Taxable Fringe Benefits and Taxable Possessory Interest reporting processes by reviewing applicable tenant and rental information, preparing required documentation, and providing accurate tenant records and information to regional SOH Coordinators and statewide county assessors to support the preparation and completion of required reports and the calculation of taxable possessory interests for tenants at SOH properties. <u>State-Owned Housing Facility Inspection Program (SOHIP)</u> Providing guidance and reminders for annual SOH Habitability Inspector Review, DFW 1026A. Track and maintain inspection schedules, reports, findings, and related documentation to ensure compliance with habitability standards and program requirements. Review and analyze SOH maintenance and habitability concerns reported by regional staff. Evaluate supporting information, identify required corrective actions, and coordinate with regional staff, Engineering Branch, and management to monitor and resolve issues affecting the condition, safety, or habitability of SOH units.
	<u>Land Use Agreements</u> Collaborate continuously with program, CDFW regional, and Lands Program staff to coordinate the development, review, execution, and ongoing administration of Land Use Agreements (LUAs), including agricultural leases and excess vegetation disposal permits on CDFW-owned lands. Coordinate with the DGS' Office of Risk and Insurance Management to obtain approval of permittee insurance documents for all LUAs and utilize DGS' CRUISE Global system, when applicable. The incumbent will support, review, analyze and execute proposed amendments, extensions, reductions, or terminations related to LUAs, as appropriate; ensuring compliance with applicable policies, procedures, regulations, and agreement requirements. The incumbent is expected to proactively identify and address LUA issues, maintaining ongoing communication with regional staff.

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20%	Coordinate with Accounting Services Branch to generate and distribute invoices to lessees and permit holders, monitor and follow up on delinquent payments, and escalate issues as necessary, including preparing required notices and following established procedures for collection and enforcement. Review and analyze LUA regulations, laws, and best practices to ensure LUA activities remain in compliance. Develop recommendations on policy, procedures, leases, and/or permits for management and/or executive approval. Implement and document all approved recommendations. Including maintaining all aspects of LUA functions including, organizing, and/or developing electronic files and records related to amendments, correspondence, and supporting documentation in accordance with records management requirements to maintain compliance. Develop and facilitate training sessions for statewide CDFW program and field staff through presentations on an informal and formal basis, both in person and virtual. Training may include auditorium-style presentations for a large, in-person audience and/or conducting presentations for the CDFW leadership team (including Executive Management).	
5%	<u>NON-ESSENTIAL FUNCTIONS</u> Function as the project/assignment lead when designated by management. Special Personal Characteristics: Demonstrate independence, open-mindedness, flexibility, tact, and sound judgment in performing complex administrative and managerial duties. Apply knowledge of public and business administration principles, practices, and trends, including budgeting, personnel, management analysis, government functions and organizational structures, and effective conference leadership. Use a variety of analytical techniques to identify and resolve complex governmental and managerial issues, evaluate alternatives, analyze data, and effectively communicate recommendations and information. Consult with and advise administrators, stakeholders, and other interested parties on a broad range of subject-matter areas; establish and maintain effective working relationships; coordinate the work of others; lead teams, meetings, and conferences; and effectively present information and recommendations before legislative and other committees. Interpersonal Skills: Exhibit effective oral and written communication skills; apply sound judgment, logic, and deductive reasoning to identify and resolve issues; learn and implement business administration processes; analyze complex problems; and develop effective business solutions. <u>WORKING CONDITIONS:</u> This position is eligible for a hybrid work model with a blend of in-office and remote work. In-office work will be conducted in downtown Sacramento and consists of four days in office per week. Work hours are 8:00am to 5:00pm, Monday through Friday, with the option of a Flex Schedule. Ability to use a computer keyboard several hours a day. Involves sitting most of the time but may involve walking or standing for brief periods.	
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT. I HAVE READ AND UNDERSTAND THE DUTIES AND ESSENTIAL FUNCTIONS OF THE POSITION AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION.		
PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE

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UNIT NAME AND LOCATION State Owned Property and Payable Grants Unit – Sacramento	CLASS TITLE Analyst I
INCUMBENT VACANT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-010-5157-811
BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under supervision of the Supervisor I, State Owned Property and Payable Grants Unit, the incumbent performs mid-level complex technical and analytical work in the areas of Payable Grants, State-Owned Housing, and Land Use Agreements. The incumbent is expected to work in a team-oriented environment, collaborating with staff on an ongoing and continuous basis making sound decisions, appropriately document rationale for decisions, and maintain good communication with the management team, keeping them informed and up to date on all pertinent issues.	

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40%	<u>Payable Grants</u> Work in a team-oriented environment, collaborating with program staff on an ongoing basis to resolve payable grant issues and provide guidance throughout the grant administration process. Review and analyze moderately complex payable grants and grant amendments to ensure completeness, accuracy, adherence to best practices, and compliance with applicable administrative and fiscal policies, regulations, and laws, and departmental policies and procedures. Maintain grant records and tracking systems and identify opportunities to improve recordkeeping, forms, and administrative processes and procedures. Provide input to management regarding updates to resource materials and procedures as appropriate. Develop, organize, and maintain electronic filing system for payable grants, correspondence, and other grant-related documents to ensure records are accurate, accessible, and maintained in accordance with departmental requirements. Assist in the development, revision, and maintenance of payable grant exhibits, templates, forms, guidance documents, and procedures to ensure compliance with applicable administrative and fiscal policies, regulations, and laws, and best practices. Support program staff with developing and updating new grant, grant amendment templates and annual reviews of payable grants, forms and guidance materials; updating and to verify appropriate authorizing authority to award grant funds; evaluate budgets for consistency, accuracy, and funding availability; and ensure reporting requirements align with grant terms, funding constraints, and best practices. Facilitate in the development of training materials and support in the delivery of statewide payable grant training for program and field staff. Present information in both virtual and in-person settings under the guidance of management.

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40%	<u>State-Owned Housing</u> Work in a team-oriented environment and collaborate with regional staff on an ongoing basis regarding State-Owned Housing (SOH) program activities and inquiries. Support and facilitate with reviewing SOH forms, resource documents, and procedures and provide input on potential updates to support consistency and compliance with program requirements. Assist in the development of training materials and support the delivery of statewide training related to the SOH program for departmental staff. Maintain a working knowledge of applicable SOH policies, bargaining unit agreements, administrative policies, regulations, laws, and industry best practices to ensure ongoing program compliance. Maintain internal SOH records and databases by ensuring tenant information and program data are accurate and current. Coordinate with regional staff to obtain quarterly updates regarding occupancy, unit status, and property changes. Assist the Supervisor I in reviewing reported maintenance concerns and habitability issues, collecting supporting documentation, maintaining tracking records, and coordinating with regional staff as needed. Review, analyze, and process State-Owned Housing (SOH) Employee Housing Rental Agreements (Form 215) submitted by regional staff. Ensure required documentation and notifications are complete and agreement language is consistent with applicable bargaining unit agreements, conditions of employment, administrative policies, regulations, and laws. Reconcile payroll rent deductions with executed rental agreements and maintain accurate records of occupancy, rental rates, utility rates, and habitability status for all SOH units. Identify discrepancies and coordinate with appropriate staff to resolve issues. Coordinate with Site Managers and Accounting Services Branch (ASB) to monitor unpaid rent balances, obtain supporting information, and assist in resolving outstanding accounts. Support statewide SOH five-year fair market rental appraisal activities, or specific regional requests for individual appraisals, with the Department of General Services (DGS), including tracking appraisal schedules, coordinating inspections and meetings, reviewing appraisal documentation, identifying issues requiring follow-up, and maintaining current appraisal information. Administer the Taxable Fringe Benefits and Taxable Possessory Interest reporting processes by reviewing applicable tenant and rental information, preparing required documentation, and providing accurate tenant records and information to regional SOH Coordinators and statewide county assessors to support the preparation and completion of required reports and the calculation of taxable possessory interests for tenants at SOH properties. <u>State-Owned Housing Facility Inspection Program (SOHIP)</u> Providing guidance and reminders for annual SOH Habitability Inspector Review, DFW 1026A. Track and maintain inspection schedules, reports, findings, and related documentation to ensure compliance with habitability standards and program requirements. Review and analyze SOH maintenance and habitability concerns reported by regional staff. Evaluate supporting information, identify required corrective actions, and coordinate with regional staff, Engineering Branch, and management to monitor and resolve issues affecting the condition, safety, or habitability of SOH units.
15%	<u>Land Use Agreements</u> Serve as a liaison between the Business Management Branch (BMB) Land Use Agreements (LUA) Unit and regional staff to obtain missing documentation, clarify submitted materials, and resolve issues that may affect processing or execution. Collaborating with program staff on an ongoing and continuous basis regarding any LUA issue. Assist in the development of training materials and support the delivery of statewide training related to the LUA program for departmental staff. Review and analyze proposed amendments, correspondence, and other Land Use Agreement (LUA)-related documents to ensure accuracy, completeness, consistency, and compliance with applicable laws, policies, procedures, regulations, and agreement requirements. Assist with preparing, reviewing, routing, and executing amendments, notices, correspondence, and other LUA-related documents, ensuring they are processed accurately and timely.

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	Coordinate with CDFW ASB to generate and distribute invoices to the Lessee or the Permit holder, as well as following up on any delinquent payments. Maintain and organize LUA electronic records and supporting documentation in accordance with records management requirements. Maintain and review the LUA intranet page to ensure forms, templates, guidance, policies, procedures, and other resources remain accurate, current, and accessible, and recommend revisions as needed.		
5%	<u>NON-ESSENTIAL FUNCTIONS</u> Function as the project/assignment lead when designated by management. Special Personal Characteristics: Demonstrate independence, open-mindedness, flexibility, tact, and sound judgment in performing complex administrative and managerial duties. Apply knowledge of public and business administration principles, practices, and trends, including budgeting, personnel, management analysis, government functions and organizational structures, and effective conference leadership. Use a variety of analytical techniques to identify and resolve complex governmental and managerial issues, evaluate alternatives, analyze data, and effectively communicate recommendations and information. Consult with and advise administrators, stakeholders, and other interested parties on a broad range of subject-matter areas; establish and maintain effective working relationships; coordinate the work of others; lead teams, meetings, and conferences; and effectively present information and recommendations before legislative and other committees Interpersonal Skills: Exhibit effective oral and written communication skills; apply sound judgment, logic, and deductive reasoning to identify and resolve issues; learn and implement business administration processes; analyze complex problems; and develop effective business solutions. <u>WORKING CONDITIONS:</u> This position is eligible for a hybrid work model with a blend of in-office and remote work. In-office work will be conducted in downtown Sacramento, consisting of four full business days per week. Work hours are 8:00am to 5:00pm, Monday through Friday, with possibility of Flex Schedule based on work need. Ability to use a computer keyboard several hours a day. Involves sitting most of the time but may involve walking or standing for brief periods.		
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.			
PRINT SUPERVISOR'S NAME	<table border="1"> <tr> <td data-bbox="901 1381 1375 1476">SUPERVISOR'S SIGNATURE</td> <td data-bbox="1375 1381 1520 1476">DATE</td> </tr> </table>	SUPERVISOR'S SIGNATURE	DATE
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EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT. I HAVE READ AND UNDERSTAND THE DUTIES AND ESSENTIAL FUNCTIONS OF THE POSITION AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION.			
PRINT EMPLOYEE'S NAME	<table border="1"> <tr> <td data-bbox="901 1602 1375 1696">EMPLOYEE'S SIGNATURE</td> <td data-bbox="1375 1602 1520 1696">DATE</td> </tr> </table>	EMPLOYEE'S SIGNATURE	DATE
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