

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

RPA Number: HRC0001360	Classification/CBID: Analyst II / R01	Position Number: 810-281-5393-005
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 Admin. 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 Grants Unit, the Analyst II serves as the primary staff who administers the Brownfields Revolving Loan Fund Program (RLF), State Response Program (SRP) grants and Assessment and Cleanup grants. Specific duties include, but are not limited to:

Essential Functions (Including percentage of time):

35%	Grant Management Develops, administers, and facilitates State Response Program, Site Assessment, Community-wide Assessment, and Cleanup grants application and amendment packages in coordination with technical grant managers. Independently gathers and edits the grant workplan narrative and supports fiscal data to ensure full compliance with US EPA grant requirements. Submits application packages via Grants.gov database as necessary and monitors EPAGrants mailbox
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	to ensure full compliance with US EPA grant requirement. Serves as the liaison with the United States Environmental Protection Agency (EPA) and other State Agencies' administration staff in grant negotiations; coordinates proposed special terms and conditions analysis and makes recommendations to management; prepares quarterly and final reports on grant activities to EPA; and reviews and approves contractor invoices to ensure compliance with the terms and conditions of the grants and procedures.
35%	<u>Financial/Analytical</u> 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. Develops annual grant expenditure estimates for inclusion in the Governor's Budget, in consultation with Budget Office. Monitors grant expenditure to ensure that the grant funds are utilized consistently with workplans and allowable costs. Monitors fiscal coding to ensure expenditure classification and adequate funding levels are sufficient to meet program objectives. Reviews and approves administrative grant fund expenditures and monitors daily personal services daily log expenditures to ensure compliance with U.S. EPA grant requirements. Coordinate with technical staff to submit quarterly grant reports to federal agencies and state control agencies. Drafts and coordinates responses to requests for information from federal agencies, Cal/EPA, control agencies, the public, the legislature, or the Governor's Office and communicates analytical findings to technical project staff and program managers, including reporting prohibited grant charges and other obstacles and recommends corrective action.
20%	<u>Local Assistance</u> Documents all technical and Supervisor II formal correspondence/communication with developers, local governments, Tribes, and nonprofit organizations in accordance with U.S. EPA grant compliance requirements. Supports Supervisor II (Revolving Loan Fund Program Manager), coordinates with technical staff, and develops and manages loan and grant agreements to ensure accuracy, regulatory compliance, and alignment with program requirements. Ensures performance and repayment of loans, or reimbursements, in compliance with the federal and state requirements. Works with underwriter to secure credit memoranda to take to loan committee review meetings. Serves as official record-keeper and organizer for loan committee meetings. Works with borrowers, Accounting, and Legal Counsel on penalty rates and letters when borrowers are late on payments to bring borrowers current. Performs official subaward expenditure and labor hours reporting in SAM.gov in accordance with U.S. EPA grant compliance requirements.
5%	<u>Administrative Duties</u> Performs administrative duties including, but not limited to adherence to DTSC policies, rules, and procedures; 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 timesheets by the due date.
Marginal Functions (Including percentage of time):	
5%	<u>Other Related Duties</u> Other related duties include but are not limited to: prepares information and legislative reports or information requests required be federal agencies, or the Legislature, the Governor's Office, control agencies, or the California Environmental Protection Agency; coordinates and participates in meetings and workshops; and performs other special projects, such as Budget Change Proposals, performance measure data reports/summaries, presentations, and issue memoranda, as assigned.
Typical Physical Conditions/Demands:	
The work typically requires sitting for prolonged periods while reading, writing, typing, and participating in meetings. The position requires bending and stooping. 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. The incumbent may be required to lift 10 pounds and occasionally stand, bend, squat, reach, grasp, or kneel for long periods.

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:

Database knowledge and the 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 Branch Chief 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, review for accuracy and maintain confidential data.

The incumbent should be proficient in procurement, contracts, negotiating, accounting principles, auditing principles, and administrative, and budgetary processes. Assigned work should be completed accurately and within the required deadlines. The incumbent should be adept at comprehending practices and principles regarding SMRP activities. Assignments involve working with sensitive and confidential information and often with little lead time and a short turnaround time.

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 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.)*

Do you need a 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: 8/26/2026

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