



Classification: Analyst II
Position Number: 880-550-5393-845

DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

RPA Number: 26-550-055	Classification Title: Analyst II	Position Number: 880-550-5393-845
Incumbent Name:	Working Title: Analyst II	Effective Date: TBD
Tenure: Permanent	Time Base: Full Time	CBID: R01
Division/Office: Division of Financial Assistance		Section/Unit: Loans & Grants Admin Section I
Supervisor's Name: Amanda Benitez		Supervisor's Classification: Supervisor I

Human Resources Use Only:	
HR Analyst Approval:	Date:

General Statement
Under the direction. of a Supervisor I and consistent with good customer service practices and the goals of the State and Regional Board's Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal/external customers, follow through on commitments, and to solicit and consider internal/external customer input when completing work assignments.
Position Description
The Analyst II independently performs more complex analytical tasks in a fast-paced, production, and cooperative environment.
Essential Functions (Including percentage of time):

35%	Coordinate with the Program's Financial Advisors, IBank, State Treasurer's Office (STO), Bond Counsel, Office of Chief Counsel (OCC), and the Division of Administrative Services regarding bond document analysis and preparation, pledge pool selection and analysis, financial reports and preparation of program data. Conduct and prepare financial analysis and program data during the revenue bond pre and post issuance phases. Prepare analysis and related debt documents associated with State Match short-term debt transactions and Water Infrastructure Finance Innovation Act (WIFIA) debt transactions. Prepare Annual Disclosure Reports to STO and Board Officer Certificates. Coordinate with IBank to ensure timely and accurate submission of information supporting the Annual Debt Transparency Report to the California Debt & Investment Advisory Commission (CDIAC). Conduct tracking of bond proceed use. Administer, analyze, and track Tax Compliance Certification Questionnaires to recipients with loans under annual surveillance. Conduct pledged loan repayment "noticing" regarding delinquent payments, defaults, and full loan pre-payments. Conduct loan surveillance to ensure compliance with funding agreement debt service covenants. Maintain the Debt Management Policy regarding State and federal bond compliance laws and regulations, and/or policy or procedural changes. Develop internal procedures. Develop and manage division service contracts and solicitations for the program's Financial Advisor and Bond/Tax Counsel.
20%	Collect and analyze financial statements, credit ratings, and economic impacts affecting pledged and non-pledged obligations. Review bond debt documents, loan security documents, disclosures, resolutions, and operating or joint power agreements for the determination of borrower's debt capacity and compliance with the State Water Board policy and guidelines. Prepare pledged obligation recommendations for management approval. Work cooperatively with funding recipients at risk or not meeting debt service covenants and provide program management a summary of findings and recommendations. Generate and maintain project tracking spreadsheets and/or database entries.
20%	Provide guidance and collect data for annual reports and submit it to control agencies. Provide guidance to recipients regarding federal crosscutter waiver requests and compliance requirements. Consult with federal and State agencies, as needed, to ensure a sound understanding of compliance requirements and reporting parameters.
Marginal Functions (Including percentage of time):	
10%	Direct loan recipients in the compilation of financial documents necessary to perform a credit assessment and economic impact evaluation. Prepare a financial analysis and management recommendation for funding of Clean Water State Revolving Fund (CWSRF), Drinking Water State Revolving Fund (DWSRF) and other co-funded source projects for loan term modifications.
10%	Maintain and track Single Audits and audit confirmation requests for applicable loan recipients to ensure compliance with federal requirements. Analyze Single Audit findings and follow up with recipients to ensure corrective action has been taken. Assist in the collection of data and development of responses to the financial advisor, bond trustee, and/or credit rating agency regarding requests for information.



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5%	Perform other duties assigned not described above, but within the range of knowledge and abilities expected of an Analyst II.
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Typical Physical Conditions/Demands:

The job requires extensive use of a personal computer and the ability to be stationary at a desk, utilize a phone, and type on a keyboard for extended periods of time. Ability to move more than 15-20 pounds, bend and retrieve files and/or documents above shoulders, work in inclement weather and travel up to ten hours. Occasionally, navigate uneven, rugged terrain for extended periods of time, in extreme temperatures throughout the workday.

Typical Working Conditions:

The incumbent works in a high-rise office building. The work schedule is Monday through Friday. Telework and hybrid workspace options may be available based on operational needs. Travel may be required.

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 Name	Employee Signature	Date